

Job description

Job title: Accounts Supervisor

Reports to: Managing Director

About School Business Services

SBS are one of the UK's leading suppliers of education support services with a portfolio that includes the full spectrum of ICT, Finance, MIS & HR/Payroll offerings. All our services are managed and delivered by a team that has a wealth of experience and an excellent reputation within the education arena.

Principal job function

To supervise and be responsible for managing internal accounts administration processes and the line management of the accounts admin team. To maintain a programme of continuous improvement within the Accounts function.

Duties & responsibilities

1. Financial Processing:

- Prepare the calculation of presentation of VAT and make timely payments to HMRC.
- Manage monthly company payroll run, checking expenses, commissions and overtime claims by department to budget and reporting variances to the Board and Management Team.
- Manage payroll Journal process.
- Responsible for PAYE control and other control accounts.
- Responsible for accounts reconciliation and the monitoring of cash flow.
- Responsible for processing monthly BACS payments.
- Manage capital expenditure and Company's Asset Register.
- Manage year end activities. (Liaise with Accountants on year end activity)

2. Company Systems & Processes

- Responsible for the customer contract management process.
- Manage XERO & CRM system including relevant training updates and monthly sales invoices from CRM system.
- Manage facilities contracts.
- Manage the Company insurance renewals and new policy requirements (annually).
- Manage the mobile phone contract, reviewing and checking monthly bills to Company policy.
- Assist in the integration of new systems and group company accounts if appropriate.
- Oversee Company expense process together with Audit checks/accounts accuracy for coding and VAT/depts.

3. Supervisor Responsibilities

- Supervise the accounts admin team, their performance and development.
- Ensure current procedure notes in place for all roles and responsibilities.
- Ensure sufficient department cover at all times.
- Prioritise workload as instructed by Accountants/Board of Directors.

4. General

- Carry out continuous reviews of working accounting practices and processes to ensure efficient and cost effective operations.
- Comply with all financial regulations.
- Maintain level of personal skills and knowledge through CPD.
- Attend/participate in networking/group activities.
- Perform any other duties and objectives as required from time to time to contribute to the achievement of the business aims and objectives.

Any additional duties commensurate with the post as specified by the Managing Director.