FINANCIAL CONTROLLER

JOB DESCRIPTION

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| Line Managed by:  | Director of Finance and Operations  |
| Line Manager for: | Finance Managers |
| Salary Scale: | PO 4 (pt 44-48) |
| Hours: | (0.6 FTE) 21.6 hours, 52 weeks per year  |
| Annual Leave: | 26 days + public and statutory holidays |
| Contract | Permanent |

**Job Purpose**

You will be responsible for the provision of monthly consolidated financial reporting, to enable the Trust to achieve its aims and objectives through the effective and efficient management of its financial resources.  This will include promoting best practice and ensuring compliance with the financial processes and procedures, set out in the Trust’s Scheme of Delegation and Financial Standards and the Academies Financial Handbook.  You will have a key role in:

* Financial statements
* Management accounts
* Financial compliance with regulatory bodies
* Budget preparation
* Financial planning and reporting
* Audit services
* Financial systems and processes
* Other areas of work commensurate with the purpose of the post

You will contribute to the financial management of Local Governing Bodies in each school and the preparation and presenting of reports for schools within the Trust and on the Trust’s financial position to the Every Child, Every Day Trust Board. This will include promoting a culture of continuous improvement within all finance processes and transactions, to promote shared learning and good practice across Trust schools.  This may include providing bespoke training to finance/administrative staff based in schools.

 **Responsibilities**

Working with the Director of Finance/Operations and school based finance personnel, you will:

* Ensure the Trust has appropriate financial systems in place and monitor these in accordance with the agreed policies and timetable; ensuring accurate financial records are maintained and reported to the DfE, ESFA, Companies House and the Charity Commission.
* Prepare the year end statutory accounts and the audit file for the year end audit of the Trust accounts; liaise with the auditors to reach signoff and filing of annual company accounts according to DfE and HMRC guidelines.
* Devise appropriate accounting procedures to control, monitor and disburse each academy’s budget, including routine financial arrangements.
* Work with school based staff to ensure the production of monthly/quarterly management accounts and produce timely, accurate and appropriate reports and financial forecasts for the Trust.
* Develop and update the computer based financial and accounting systems for the Trust and each school.
* Monitor payroll information, checking for accuracy and ensuring compliance with statutory and school policy obligations.
* Monitor regular banking/accounting of all monies and cash flow forecasting
* Provide high quality financial information including projected outturns and early warning systems for budget variances.
* Work alongside the Director of Finance/Operations and Director of Development in the research and bidding for additional funding to DfE and others, for the Trust and in support of individual schools and assist with the financial monitoring of projects as they are agreed.
* Ensure that the necessary documentation is prepared and submitted for the recovery of VAT.
* Undertake a credit control function, thus ensuring that the payment of outstanding sums are received as quickly as possible.

**Audit Services**

* Advise the CEO and the Board on external and internal audit arrangements as required by financial regulations and memoranda.
* Liaise with auditors and facilitate all audit arrangements
* Implement audit requirements as they affect the financial activities of the Trust.

**Contract Management**

* Ensure the effective purchasing and procurement of services for the Trust and assist in negotiating, managing and monitoring contracts, tenders and agreements, for the provision of services with a view to cost effectiveness and value for money.
* Assist the Trust and schools within the Trust in developing work specifications and managing all service contracts, commissions and service level agreements with third parties/private providers, ensuring regular and appropriate review and evaluation in order to ensure value for money is being secured at all time.

**Business Planning**

* Contribute to the development and review of a 3-year strategic business plan, ensuring objectives are linked to the long term financial plan of the Trust.
* Manage special projects as required, particularly those concerned with income generation and to assist in writing bids for funding as required.

*As a member of the Trusts Leadership Team, employees are expected to play a full part in the management of student behaviour, supporting colleagues as necessary and undertaking senior staff duties as required.*

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.*

*Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.*

*The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This job description is current at the date shown, but following consultation with you, may be changed by the headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.*