|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date Drafted: | Autumn 2017 |
| Date Reviewed: |  |
| **JOB DESCRIPTION** |  |
| The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at The Northworthy Trust. It is not intended to be a comprehensive listing of every task that an employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment. |
| **MANAGEMENT DETAILS** |
| Job Title: | Financial Controller |
| Salary:  | PO Point 46-49 (£28,543 to £30,488 per annum) |
| Hours: | 0.6FTE, 26 hours per week, 52 weeks per year |
| Reporting to: | Trust Board via the Director of Corporate Resources |
| Line Manager: | Director of Corporate Resources  |
| Directly Supervised Posts: |  |
| Indirectly Supervised Posts: |  |
| Employee Signature and Date: |  |
| Line Manager Signature and Date: |  |
| **DUTIES OF ALL EMPLOYEES** |
| 1. Commit to safeguarding and promoting the welfare of children.
2. Be subject to DBS checks as required by the School.
3. To understand and comply with the school’s Equal Opportunities Policy.
4. To participate in the Performance Management Programme.
5. To follow the school’s policy with regards to Data Protection and Freedom of Information.
6. To maintain confidentiality of school business.
7. To comply with the requirements of Health and Safety, other relevant legislation and school documentation.
8. Be aware of, uphold and contribute towards the development of the school’s policies and procedures.
9. Take an active part in appraising own work against agreed priorities and targets in accordance with the school’s performance and supervision arrangements.
10. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once per two years and may be subject to modification or amendment at any time after consultation with the postholder.
 |
| **DUTIES SPECIFIC TO THIS POST** |
| **Overall purpose**You will work with the Director of Corporate Services, in 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 school and Trust level reports on the Trust’s financial position to the Northworthy 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.**Main responsibilities**Working with the Director of Corporate Services and school based finance personnel, you will:1. 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.
2. 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.
3. Devise appropriate accounting procedures to control, monitor and disburse each academy’s budget, including routine financial arrangements.
4. 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.
5. Develop and update the computer based financial and accounting systems for the Trust and each school.
6. Monitor payroll information, checking for accuracy and ensuring compliance with statutory and school policy obligations.
7. Ensure regular banking/accounting of all monies and cash flow forecasting
8. Ensure ordering of goods and supplies and approval of invoices for payment within agreed regulations and to monitor the quality of purchases.
9. Ensure timely and effective financial information for Trustees and provide general support to ensure the effective conduct of their business in accordance with the articles of governance and financial regulations policy.
10. Research and bid 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.
11. Ensure that the necessary documentation is prepared and submitted for the recovery of VAT.
12. Undertake a credit control function, thus ensuring that the payment of outstanding sums are received as quickly as possible.

**Audit Services**1. Advise the CEO and the Board on external and internal audit arrangements as required by financial regulations and memoranda.
2. Liaise with auditors and facilitate all audit arrangements
3. Implement audit requirements as they affect the financial activities of the Trust.

**Contract Management**1. 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.
2. Assist schools 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**1. 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.
2. Manage special projects as required, particularly those concerned with income generation and to assist in writing bids for funding as required.
 |

**Financial Controller– Person Specification**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential**  | **Desirable**  |
| Knowledge and experience | Finance degree, CCAB, CIMA or equivalent qualificationSuccessful experience of working in a school or Academy finance role, or in a similar position working alongside schools eg qualified accountantSuccessful experience of managing large and complex budgetsSuccessful experience of producing and presenting complex management accountsKnowledge of Academy financial rules and regulations,Knowledge of Charites SORP, PAYE and VAT Regulations | Engagement with wider educational partnershipsExperience of successful bid writing or fundraisingEvidence of relevant Continuing Professional Development |
| Skills and Abilities | Excellent financial management and financial planning skillsAbility to introduce and maintain effective and robust financial systems Outstanding communication skills; ability to communicate effectively at CEO, Chair of Board, Headteacher, and Governor level and to liaise effectively with internal and external auditors, as well as Government agenciesAbility to analyse financial issues and to interpret complex information and offer sound, reliable and professional adviceStrong IT skillsCommercial awareness and ability to achieve value for moneyAbility to work effectively under pressure, managing conflicting priorities and to meet challenging deadlinesAbility to work independently to tackle problems creatively and to think laterallySelf-motivated with the ability to motivate and challenge colleagues, peers and teams  | Ability to interrogate school performance data and finances and identify next steps for progressEffective negotiation skillsKnowledge of using educational finance packagesReceptive to new ideas and able to generate them |
| Personal qualities | Commitment to working in an educational settingSuccessful record of establishing and maintaining excellent internal and external working relationshipsPositive, enthusiastic outlook with energy, drive, enthusiasm and determination to succeedAbility to attend evening meetings as requiredAbility to work across multiple sitesFlexible with the willingness to support colleagues at pressure pointsResilient |  |