



JOB DESCRIPTION

POST: FINANCIAL CONTROLLER

REPORTS TO: Bursar (COO)

POST DETAILS: Permanent, all year round with a flexible working schedule

The Financial Controller will report to the Bursar (COO) and work closely with staff in the academic and support departments within the School, playing a critical role in the financial planning to support decision making of the School. The role has responsibility for the financial reporting for Talbot Heath School and Rothesay Events Limited within the context of a robust internal control environment. The individual will have line management responsibility for a team of three finance assistants.

Purpose:

The overall purpose of this post is to be responsible for Talbot Heath School Limited and Rothesay Events Limited management and financial reporting that enables the Group to achieve its strategic aims and objectives via high quality financial reporting, a strong internal financial control framework, rigorous financial compliance processes and financial governance.

Main duties and responsibilities:

Responsibilities will include, but are not limited to:

Financial reporting:

- Preparation of monthly management accounts, including variance analysis and financial commentary.
- Analysis of financial information to provide insights to drive business strategy and operational efficiencies.
- Preparation of statutory accounts and liaising with external auditors during the audit process.

Budgeting and forecasting:

- Play a key role in the preparation of annual budgets and forecasts working closely with departmental managers to ensure accurate and achievable budgets.
- Prepare updated forecasts to reflect changes in the business environment.
- Monitor budget performance and provide updates.
- Collaborate with budget holders to understand their financial needs and support them in achieving their objectives, providing insights and recommendations.

Cost analysis and controls

- Identify and implement strategies to reduce business costs and improve efficiency.
- Assist in the identification and management of financial risk, implementing controls to mitigate them where possible.
- Oversight of the purchase and billing ledgers and related financial controls.

- Ensure completeness of revenue and strong and effective credit control activities.

Compliance and tax:

- Oversee the preparations of Quarterly VAT returns ensuring compliance with VAT laws and regulations. Maintain up to date knowledge of the latest VAT regulations
- Support compliance with HMRC payroll, business rates, and other taxes.

Treasury

- To prepare and maintain cashflow forecasts to enable operational business but also strategic planning.
- To understand the schools investment arrangements and ensure accurate financial reporting of investment income, sales and purchases.

Team leadership:

- To line manage junior members of the finance team ensuring they understand their responsibilities and are held to account resulting in robust month end and year end procedures and so accurate and efficient collation of financial information for management and financial reporting.

Essential qualities and skills

The successful candidate will possess the following attributes:

Essential:

- Be ACCA, ACA or CIMA qualified with financial acumen and strong relevant experience.
- The ability to meet strict deadlines and deliver results.
- Strong ownership and accountability along with a “can-do” attitude. Willing to contribute and take responsibility.
- Strong analysis and problem solving skills.
- Excellent communication and interpersonal skills with the ability to explain complex financial information to non-financial stakeholders.
- Experience in financial accounting possess a good understanding of VAT and payroll regulations.
- Excellent IT skills.
- Resilient and tenacious, able to work calmly and effectively under pressure within a complex and busy environment.
- Fast thinking and proactive
- Able to work under pressure
- Good verbal and written communication skills
- A good working knowledge of Excel, to intermediate level (creating spreadsheets and using financial functions)
- Familiarity with accounting software
- Experience of working effectively as part of a team
- Excellent organisational and time-management skills
- Attention to detail with an ability to identify numerical errors

Desirable:

- Experience working in the independent schools sector.
- Experience line managing a team.
- Experience of WCBS PASS and iSAMS.

General

- To promote and support Talbot Heath's culture of "Honour before Honours" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with Talbot Heath School's Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Talbot Heath policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Facilities Manager immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional Information

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Bursar (COO) to reflect the changing needs of the Talbot Heath School.

Talbot Heath School is unable to employ anyone who does not have the legal right to live and work in the UK. This evidence must be produced at the interview stage of the process.

Talbot Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and has an Equal Opportunity Policy. The successful applicant will require an Enhanced DBS check.

The position will involve regular contact with children and therefore is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exemptions Order 1975, 2013 and 2020. It is an offence to apply for this role if barred from engaging in regulated activity relevant to children.

Talbot Heath School is a registered charity (number 283708) existing to provide high quality education for children.