

**Job Description**

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| Job Title: | Financial Controller |
| Location: | Loughborough with occasional UK-wide travel |
| Trust Purpose: | To give every child attending one of our academies a world-class education. |
| Job Purposes: | To deliver all aspects of financial management and control across the Trust, including accounting, management reporting, regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures and financial risk management. |
| Background: | The David Ross Education Trust is a network of unique and diverse academies, committed to becoming one of the top-performing multi-academy trusts in the country. Recognised as one of 11 system leaders nationwide, the Trust works with 34 primary and secondary schools across the countryThe Trust places significant importance on developing strong financial management within each academy and across the network. This post would lead on this area of development. |
| Reports to: | Chief Finance Officer |

# Key Responsibilities

* Lead effective design and implementation of Trust-wide Financial Processes and Controls.
* Manage all accounting operations including Billing, Accounts Receivable, Accounts Payable, General Ledger, Cost Accounting, Income Recognition and Tax accounting.
* Deliver month-end and year-end close process.
* Deliver timely, reliable and insightful monthly management reporting.
* Deliver all required regulatory reporting on a timely basis, to a high quality.
* Ensure application of appropriate accounting policies and compliance with the Academies Financial Handbook.
* Manage the relationship with external auditors and ensure audit information requests are delivered on time, to a high quality.
* Accurate cash flow forecasting and efficient cash flow management.
* Ensure data quality control over financial transactions, accounting records and financial reporting, including ensuring financial forecast data is appropriately maintained.
* Ensure compliance with government reporting requirements and tax filings.
* Coordinate and direct the preparation of the budget and financial forecasts and report variances.
* Own the Risk Register for the Finance function.
* Monitor compliance with Trust Procurement policy and report deviations.
* Own Finance Business Continuity Plan and ensure regular testing.
* Ensure Finance processes are GDPR compliant.
* Other duties as appropriate, for example assisting the CFO with preparation of Board papers, or follow-up on internal audit actions.

# Qualifications and Professional Development

* Professional Accountancy qualification, e.g. ACA, ACCA, CIPFA, CIMA
* Full driving licence

# Experience - Essential

* Proven working experience as a Financial Controller, 5+ years of finance experience, across a multi-site organisation
* Thorough knowledge of accounting principles and procedures
* Experience of creating financial statements
* Experience of general ledger functions and the month-end/year end close process
* Excellent accounting software user and administration skills
* Experience of managing and leading teams and establishing effective performance measures and a performance culture that achieves team objectives

# Experience - Desirable

* Knowledge of academy legislation and understanding of the workings of a multi academy trust

# Knowledge, Skills and Competencies

* Excellent verbal and written skills, ability to communicate concisely and with impact, both to internal as well as external audiences
* Works on own initiative, as well as in consultation and negotiation with stakeholders as required
* Highly organised with good planning skills and the ability to deliver to agreed target dates
* Desire and ability to challenge the status quo and deliver change
* Suitability for promoting and safeguarding the welfare of children and young people
* Promotor of equal opportunities
* Highly numerate, analytical and strong attention to detail
* High personal integrity and able to maintain a high degree of confidentiality.