



TRUST FINANCIAL CONTROLLER

Status: Permanent

Working pattern: 52 weeks per year (all year round)

Hours: 37 hours per week

Salary: PO5 to PO6 £52,533 - £60,021

Location: Assay Studios, Birmingham (Hybrid available)

Start date: As soon as possible



Central Region
Schools Trust

Founded by the RSA

ADVERT

The Central Region Schools Trust is seeking to appoint a Trust Financial Controller to join our finance and central leadership teams based at our Head Office in Birmingham. The successful candidate will be responsible for the accuracy, process and policy application of our Trust financial statements and will oversee the day-to-day financial operations within the financial accounting team. This role will need to understand the operations of the Trust and the relationship between the inputs, outputs and processes that support them.

This role will extend to producing reports and analysis that support Trust strategic decisions.

The Trust Financial Controller will work closely alongside the Management Accounts and Planning Controller and under the Finance Director (CFO) to guide the financial decision making of the Trust. This role will be accountable for the overall performance of the financial accounting function, including line management thereof. The Trust Financial Controller will be a member of the Central Leadership Team (CTL) alongside other business function leaders for the Trust (Management Accounts and Planning, HR, IT, Estates and Governance).

The successful candidate will be supportive of the Trust's strategic priorities:

- SO1 Developing Exceptional Learners
- SO2 Recruiting, developing and retaining Expert Professionals
- SO3 Achieving excellence of operational infrastructure; operating efficient and effective systems; and maintaining and improving places
- SO4 Building empowered communities and developing lasting partnerships to support the development of social justice

The successful candidate will be expected to work within established procedures and guidelines and to prioritise day-to-day work and may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Interested candidates can contact Penny Harrison (Trust Finance Director (CFO)) for an informal discussion about the role - recruitment@crst.org.uk.

How to apply:

Interested candidates should submit a full application form via the below link:
<https://mynewterm.com/jobs/122899576/EDV-2024-CRST-26833>

The closing date for this vacancy is: Friday 16th February 2024 at midday

Interviews will take place on Friday 23rd February 2024.

Early applications are encouraged as we reserve the right to interview earlier for this post should suitable candidates apply.

Online Checks: In accordance with our statutory obligations under Keeping Children Safe in Education, CRST is required to conduct an online search as part of our due diligence on shortlisted candidates.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate is required to undergo an Enhanced DBS check with Children's barred list.

Job Description

Title: Trust Financial Controller

Grade: PO5 to PO6 £52,533 - £60,021 per annum

Hours of Work: 37 hours per week, all year-round

Primary place of work: Assay Studios, Birmingham (Hybrid available)

Main purpose

The Trust Financial Controller will be responsible for leading the Trust's financial accounting team (including Payroll and Procurement) and overseeing all aspects of financial accounting within the CRST family of schools.

This role will work closely with the Management Accounts and Planning Controller and under the Finance Director (CFO) to guide the financial decision making of the Trust. This role will be accountable for the overall performance of the financial accounting function, including line management thereof, and providing internal financial advice across the Trust ensuring a customer led approach supporting schools.

Main Duties and Responsibilities

- Support due diligence on prospective schools wishing to join the Trust and report risk for new acquisitions, and subsequently oversee financial and payroll integration process thereof.
- Maintain outstanding relationships with the Management Accounts and Planning Controller and wider finance team members.
- Line manage the financial accounting team including procurement and payroll.
- Retain oversight of financial risks and cash investment opportunities.
- Ensure appropriate deadlines to wider staff are communicated and adhered to, to deliver timely financial reports.
- Ensure financial controls and compliance within the academies and the central team.
- Work under supervision to the mandatory guidelines within the Academies Trust Handbook and the Trust Financial Policies and Procedures.
- Utilise the Trust's financial software packages (currently Sage for accounts and IMP software for budgeting) for analysis, recording and checking of Trust financial activities.
- Develop constructive relationships with the wider CRST staffing in schools and central services and communicate with other agencies/professionals.
- Work within established procedures and guidelines and to prioritise day-to-day work.

General Responsibilities

- Ensure training and updates are provided to all financial accounting team members (and wider staff where necessary).
- Appropriately manage debtors and creditors effectively and accurately across the Trust to support cashflow management and represent accurate financial data reporting.
- Manage and co-ordinate the annual statutory accounts for the Trust, including managing consolidation and working with the Management Accounts and Planning team to deliver accounts and supporting information for audit.
- Lead on statutory reporting and returns, including consolidated MAT statutory accounts, Annual Accounting Returns, VAT, pension returns, P60s and other returns to HMRC.
- Along with all function leaders in our Trust, this role will support the interests of all learners within the thirteen schools within the Central Regional Schools Trust, as well as potential future schools.

Other responsibilities will include:

- Joint deputising (alongside Management Accounts and Planning Controller) for the Finance Director (CFO) where needed.
- Advise on Academies Trust Handbook compliance, obligations, and responsibilities.
- Provide routine and adhoc financial reports as required by the Finance Director (CFO) and Executive Leadership Team.
- Ensure compliance and monitoring of the Trust scheme of delegation and all other Trust policies.
- Provide Trust-wide monthly financial reporting including balance sheet and cashflow (single Trust finance system and banking).
- Report on cash investment returns and make proposals
- Capital project tracking and recording to Fixed Assets and its corresponding funding streams
- Manage the Trust's Financial Accounting team including Procurement and Payroll to deliver high quality services to academies and ensure best practice is preserved within academies.
- Identifying any key financial risks emerging with impacts on strategic and improvement plans
- You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.
- To work under supervision to the mandatory guidelines within the Academies Financial Handbook and the Trust Financial Procedures
- To use the Trust's financial packages, currently Sage for Education finance system and IMP budgeting software for the recording and calculation of the Trust and individual school's budgets, in particular directing system maintenance, development and use of IMP.
- Develop constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings sharing experience and skills with others
- To support/assist the supervision of Trust finance staff and individuals based at schools.



Your direct line manager will be the Finance Director (CFO) and your line reports will be two Financial Technicians (each with a Finance Assistant), a Procurement and Contracts Manager and a Payroll Manager (with a Payroll Assistant). Your working base will be the Central Trust Head Office, but you will be expected to manage your day-to-day location (including home working) and to move around schools as required.

You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be 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. This job description will be reviewed annually and the Trust reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

We are seeking to appoint a Trust Financial Controller who is able to demonstrate the following qualities and experience. Please note that if you are shortlisted any relevant issues arising from your references will be taken up as part of your Pre-Employment Checks.

Criteria	Essential	Desirable	Method of Assessment
 <p>Experience</p>	<ul style="list-style-type: none"> • Experience of line-managing and leading a team of finance professionals and colleagues, and building strong and high performing teams • A clear understanding of how Finance can support the desired outcomes of the Trust • Experience of preparing internal financial reports, and accounts for external auditors • Cashflow management experience including investments and forecasting • Knowledge and experience of Capital project tracking and recording of Fixed Assets and its corresponding funding streams • Knowledge and understanding of Payroll and PAYE 	<ul style="list-style-type: none"> • Previous experience in education • Experience of consolidating financial data • Post-qualified experience of accounting standards • Knowledge and appreciation of Procurement and Commercial value 	<ul style="list-style-type: none"> • Application form • References • Interview
 <p>Education and qualifications</p>	<ul style="list-style-type: none"> • Qualified accountant (CIMA, CA, ACCA, ACA, or equivalent) 		<ul style="list-style-type: none"> • Application form

Trust Financial Controller Candidate Pack

 <p>Skills and Abilities</p>	<ul style="list-style-type: none"> • Resilience and determination but also able to provide support and demonstrate emotional intelligence to staff and situations sensitively and considerately • Strong leadership skills • Strong understanding of IT systems and its potential for organisational improvement • Proficiency in data manipulation, modelling and presentation • Clear strategic thinking and the ability to see initiatives through to the end 	<ul style="list-style-type: none"> • Good project management and administration skills 	<ul style="list-style-type: none"> • Application form • References • Interview
 <p>Personal Qualities</p>	<ul style="list-style-type: none"> • Excellent communication skills and the ability to work effectively with stakeholders at all levels • This role supports flexible working, and requires the ability to travel between academies and to meetings. • A pro-active and self-motivated approach • Collaborative and responsible • Can act with integrity, openness, and authority • Flexible hands-on approach • Customer focused, can-do attitude • A professional and friendly disposition • Ability to maintain confidentiality • Ability to remain impartial • An openness to learning and change 		<ul style="list-style-type: none"> • Application form • References • Interview

The Central Region Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Need more advice?

Please see our website
(Central Region Schools Trust
- Founded by the RSA)

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centralregionschoolstrust.co.uk