



JOB DESCRIPTION

Job Title:	Financial Controller
Date:	June 2025
Department:	Finance
Reports To:	Finance Director
Direct Reports Responsible For:	N/A

Purpose of the Position:

Job purpose:

To support and deputise for the Director of Finance, in delivery a first-class management accounting function across the Wellington Group, with particular accountability for:

1. Deliver, Improve and develop financial reporting and processes, including management account reports and budgeting and forecasting
2. Working closely with the HR & Payroll department to ensure the efficacy of the payroll system and accuracy of monthly payroll.
3. To extract and analyse HR, pension and salary data to inform strategy and budgetary planning.
4. To train, guide and review the work of more junior members of staff in relation to management accounting and budgeting
5. To lead as directed and undertake specific projects as required.
6. Lead accountability for annual audit to ensure smooth implementation acting as key conduit for information.
7. To support the Finance Director.

Departmental Information

The finance department at Wellington College is responsible for the financial operations of Wellington College, Wellington College Prep and the College Trusts and provides oversight and support to the operations of the two trading subsidiaries, Wellington College International which manages the development of International Schools, and Wellington College Services which manages the Health and Fitness Club.

Main Tasks and Responsibilities:

Main duties:

- Prepare management accounts for the College including department reports and forecasting information
- Prepare management accounts and/or support and review the work colleagues in preparing Management accounts and forecasting information for the Prep School, and the two trading subsidiaries.
- Produce statutory accounts for WCEE Ltd
- Produce statutory accounts for WCS Ltd
- Review monthly results with various departmental heads / commercial managers.
- Produce reports of Development Office financial activities; pledges and cash receipts. Ensure up to date information for agreed use of donor pledges is maintained
- Reconciliation of the financial systems and the donation CRM system.

- Assist in definition of data structure in order to facilitate use of ledger consolidation for Group Statutory Accounts
- Using SAGE 200, improve monthly and termly reporting routines from the operating company ledgers
- System management of SICON invoice approval system
- Prepare the annual salary budgets for all companies including teacher pay panel data
- Financial modelling as required with a specific focus on salary costs and structures.

Additional duties:

- Provide financial support for WCI operations
- Provide support for HR & Payroll with salary structures/calculations etc.
- Ad Hoc work requested by the Governors, Director of Finance and Bursar.
- Any other duties which may be required from time to time

Projects:

- Project management of any financial system replacements / enhancements
- Develop / improve forecasting capabilities

Person Specification

Education Attainment

- Good level degree or equivalent experience (desirable)
- 3 A Levels or equivalent (essential)
- 5+ GCSE A*- C, 4-9 or equivalent (English and Maths essential)

Professional Qualifications

- Qualified Accountant (CIMA, ACA, ACCA)

Knowledge and Experience

Essential

- Knowledge of Sage 200 or similar software.
- Knowledge of VAT
- Experience in sharing financial information with a range of financial and non-financial stakeholders
- Intermediate/Advanced Excel skills
- Experience working with payroll data

Desirable

- Experience of the Independent Education Sector including safeguarding requirements
- Experience in dealing with partial exemption VAT
- Knowledge of Charity accounting
- Intermediate Word skills – including Mail Merge
- Familiarity with the statutory audit process

Skills and Personal Qualities

- Strong analytical and problem solving skills
- Organised with a proven record for meeting targets and deadlines.
- Able to perform well, maintain professionalism, display patience and politeness whilst under pressure.
- Concise and clear communicator (written and verbal).
- Dedicated team-player, who strives for excellence and leads by example.
- Tactful and discreet, whilst mindful of observing Safeguarding and professional standards.
- Displays a smart and professional appearance, representing the College in a positive manner.
- Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development.

- High level of accuracy and attention to detail.
- Self-motivated and able to work alone without direction.
- Adaptable and flexible with working patterns when required.
- Committed to contributing towards the College community.

Essential Values, Behaviours and Attitudes

All employees are expected to actively promote and demonstrate the five core values of the College:

- Kindness
- Integrity
- Respect
- Responsibility
- Courage

In addition, the College expects all staff to show ambition and display curiosity both personally and professionally.

The College may adjust the duties of this role as needed to meet operational requirements. In exceptional cases, the postholder may be asked to take on similar responsibilities to support the team during busy periods or staff shortages, with consideration given to their skills and workload. All staff are expected to uphold the College's commitment to safeguarding children and young people, and to follow health and safety policies, including proper use of equipment and care for their own and others' wellbeing.