



David Ross Education Trust  
Broadening Horizons

## JOB DESCRIPTION

Job Title: **Financial Controller**

Location: **Loughborough with occasional  
UK-wide travel**

### **Job Purpose:**

This role is responsible for delivering all aspects of transactional finance across the Trust. This includes payroll, accounts payable, accounts receivable, financial accounting, tax, regulatory and financial reporting, as well as development of internal control policies and procedures and delivery of ad hoc projects. The role has 3 direct reports and an overall team of 15.

### **Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside, and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

### **Reporting To:**

Head of Finance

### **Salary:**

£55k-£65k

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This role is responsible for the leadership of all transactional accounting across the Trust. This includes payroll, accounts payable, accounts receivable, financial accounting, tax, regulatory and financial reporting, as well as development of internal control policies and procedures, and delivery of ad hoc projects. A more detailed description is below:

## MAIN DUTIES AND RESPONSIBILITIES

### Team Management and Development

- ★ Lead and manage the transactional finance teams, ensuring efficient allocation of resource and management of workload across the team.
- ★ Create a culture of continuous improvement and ensure personal development plans are in place for all members of the team.
- ★ Actively manage performance, celebrating success and identifying and supporting performance improvement where required.

### Financial Accounting

- ★ Over-see month-end and year-end close processes including accruals, prepayments, accrued and deferred income, bank recs, fixed assets, etc.
- ★ Lead a regular review of balance sheet reconciliations, highlight key issues to management and implement any controls and actions required to resolve.
- ★ Ensure all processes - month end, year-end, credit control etc are documented.
- ★ Oversight of sales ledger to ensure accurate and timely invoicing with a process in place to manage bad debts.
- ★ Ensure compliance with all VAT legislation and timely and accurate reporting to HMRC.
- ★ Ensure that our banking set up is controlled and meets the needs of the organisation. Key point of contact for our relationship manager.

### Purchase Ledger

- ★ Oversight of purchase ledger team to ensure valid invoices are paid in a timely and accurate fashion, supplier account reconciliations are kept up to date and supplier fraud is prevented
- ★ Work with Accounts Payable manager to embed and monitor relevant KPIs.
- ★ Ensure procedural notes are in place and controls are regularly tested for efficacy.
- ★ Develop a strategy for control of the Trust's use of purchase cards and work with key stakeholders to gain alignment and implement this.

### Payroll

- ★ Ensure payroll processes are documented, controls are in place and regularly tested.
- ★ Sign-off of monthly payroll process with the payroll manager and ensure payroll is paid accurately and on time.
- ★ Oversight of pension returns for LGPS and TPS to ensure accurate submissions and compliance with pensions regulator requirements.
- ★ Review of EOYC for TPS and year end return for LGPS.

- ★ Oversight to ensure all returns to HMRC are completed in a timely and accurate fashion. RTI, P11Ds etc.
- ★ As required support payroll manager with resolution of issues - overpayments, pension issues etc.
- ★ Point of escalation for any payroll complaints.
- ★ Ensure the Trust is compliant with all IR35 Off-payroll worker legislation, working with the payroll manager to ensure processes are in place to allow consistent and robust assessment of suppliers.

### **Internal controls and compliance**

- ★ Maintain robust internal control procedures. Proactively identify where improvements are required, gain stakeholder engagement and approval for these plans and implement.
- ★ Ensure application of appropriate accounting policies and compliance with the Academy Trust Handbook.
- ★ Co-ordinate with external auditors and facilitate the audit process ensuring any requests for information are delivered on time and to a high standard.
- ★ Co-ordinate with internal auditors regarding audits relating to the operational finance areas.

### **Timely and accurate submission of all external reporting**

- ★ Oversee the production of the statutory accounts ensuring they are submitted in a timely and accurate fashion.
- ★ Oversee the submission of all other external financial reporting required and ensure they are submitted in a timely and accurate fashion, for example ESFA year-end return.

### **Treasury Management**

- ★ Accurate cash flow forecasting and efficient cash flow management.

### **Systems**

- ★ Ownership of financial accounting system and purchase order / accounts payable system. Ensuring systems are up to date and working robustly.
- ★ Ensure data quality control over historic financial transactions, accounting records and financial reporting.

### **Other**

- ★ Other duties as appropriate for example:
- ★ Ownership for the delivery of a range of finance projects.
- ★ Own Finance Business Continuity Plan and ensure regular testing.
- ★ Ensure Finance processes are GDPR compliant.

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
<b>Qualifications and Professional Development</b>			
★ Professional Accountancy qualification, e.g. ACA, ACCA, CIPFA, CIMA	✓		1,2,3
★ Access to transport to visit schools across the Trust	✓		3
<b>Experience</b>			
★ Experience of managing and leading teams	✓		1,2,3
★ Proven working experience as a Financial Controller, extensive finance experience, including in-depth knowledge of financial accounting and payroll.	✓		1,2,3
★ Thorough knowledge of accounting principles, procedures and controls.	✓		1,2,3
★ Knowledge of academy legislation and understanding of the workings of a multi academy trust.		✓	1,2,3
★ Knowledge of Local government and teacher pension schemes.		✓	1,2,3
★ Knowledge of charities accounting and FRS102.		✓	1,2,3
<b>Skills and Knowledge</b>			
★ Strong leadership skills with the ability to motivate and engage a team.	✓		1,2,3
★ Excellent influencing skills, with the ability to work with internal and external stakeholders at all levels of the organization.	✓		1,2,3
★ Highly numerate and analytical with a strong attention to detail.	✓		1,2,3

★ Willing to challenge the status quo, and able to proactively identify opportunities and gain engagement for their ideas.	✓		1,2,3
★ Able work under pressure and to delivery tasks in a timely and accurate fashion.	✓		1,2,3
★ High level of integrity and professionalism.	✓		1,2,3
★ Advocate for the promotion of the safeguarding and welfare of children and young people; promotor of equal opportunities.	✓		1,2,3
<b>Equal Opportunities</b>			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		3
<b>Safeguarding</b>			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		3
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		3
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		3
<b>Health and Safety</b>			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		3

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

**All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.**