



**MOUNT
KELLY**

Boarding and Day School
Boys and Girls, Aged 3-18

Financial Controller

Reporting to the Director of Finance and Operations (DFO) the financial controller is responsible for the financial accounting of Mount Kelly and its trading subsidiaries.

Key Responsibilities include:

- Responsible for the financial accounting of the Mount Kelly Foundation and its trading subsidiaries. Ensuring that fees and expenses are recorded correctly and in a timely manner.
- Act as the finance business partner and liaising with budget holders as appropriate. Produce the monthly management accounts, provide variance analysis and work with budget holders to meet budgetary expectations
- Oversee Accounts Payable and Accounts Receivable functions, ensuring ledgers are maintained in good order and all transactions are appropriately recorded in a timely manner.
- Oversee debtors ledger and support with the recovery of outstanding and overdue fees.
- Oversee and maintain monthly balance sheet reconciliations
- Production and management of annual budget and termly reforecast
- Maintain monthly cash flow forecast
- Management of capital expenditure and budgets, working closely with DFO and Premises Manager to understand key capital projects
- Overall responsibility for delivery of month end timetable
- To manage specific balance sheet items such as Fixed Asset Register, Investments, Operating and Finance Leases, accruals, and prepayments
- Preparation of quarterly VAT Returns
- In conjunction with the DFO to maintain key financial policies
- Assist the DFO with the annual accounts and supporting schedules for audit and liaising with auditors as required, including returns to the Charity Commission and Companies House
- Provide support on ad-hoc projects as reasonably required.
- Support Premises Manager and DFO with tenders and contract negotiations
- Oversee Advanced Fees Scheme and Credit Payment Scheme for parents.
- Support with the annual assessment of means tested bursaries
- Line management of the Finance Team
- Undertake any other duties, which may reasonably be regarded as within the nature of the duties and responsibilities of the post.

Person Specification:

Essential

- Experience of working in a finance or accountancy environment
- Experience of managing and training a finance team
- Experience of using a Finance system, advanced PC skills, especially Excel and Word
- Experience of building strong effective relationships with various stakeholders.
- Excellent communication (written and oral), presentation and inter-personal skills.
- Ability to work in an environment, with competing priorities and minimal supervision.

- Flexible in their approach and is willing to get “hands-on” to ensure jobs get done for the good of the schools.
- Ability to ensure high quality customer care to key stakeholders.
- Complete discretion and integrity in all matters.

Desirable

- Experience of implementing new systems
- Track record of process and system improvement

Personal Attributes

- Strong interpersonal skills with an ability to work with a wide range of stakeholders, including parents, governors, teachers and suppliers
- An innovative and creative approach to work, able to identify areas which could be done more efficiently while maintaining control
- Enthusiastic, well-motivated and target orientated
- Flexible approach to work and management of tight deadlines
- A high level of attention to detail
- An ability to influence across a complex environment, to gain the necessary commitment, consensus and support from a wide range of diverse stakeholders to meet the Group’s objectives

Qualifications

- Ideally ACA, ACCA or CIMA qualified or nearly qualified
- Educated to GCSE or A Level standard

Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The person will be engaged in regulated activity with children and has a duty to protect the welfare of children. Child protection training is a statutory requirement in order to provide proper care to vulnerable students and be able to implement safe working practices