



## Job Description

<b>Job Title:</b>	Financial Controller
<b>Job Type:</b>	Full Time
<b>Contract type:</b>	Permanent
<b>Location:</b>	Queen's Gate School, London (Junior and Senior Schools)
<b>Department:</b>	Bursary
<b>Salary:</b>	Dependent on experience
<b>Holiday Entitlement:</b>	30 days plus bank holidays
<b>Line Manager:</b>	Bursar

### Job Summary

The Financial Controller is a senior support staff role reporting to the Bursar, with responsibility for management of the day to day financial operations of the School, including billings, accounts payable, budgeting and management reporting. Working with the Bursar and Admissions team, the Financial Controller also administrates the School's bursary programme.

The postholder is responsible for transactional accuracy and maintenance of a robust control environment, ensuring the integrity of all internal control processes, and timely reconciliation and reporting.

The Financial Controller joins the School at an exciting time, as we seek to build on our management reporting, analysis and strategic planning, making greater use of systems and software to automate and streamline processes. The postholder will be instrumental in supporting the Bursar to deliver these changes.

### Main Responsibilities

The list below provides an outline of the main areas of responsibility.

#### **Relationships and Staffing**

- Manage the junior members of the Finance team, providing support to enable them to carry out their duties effectively and deliver the desired strategic change projects.
- Ensure all finance staff are fully trained in the use of accounting and related software.
- Build and maintain open, supportive relationships with colleagues across the School, to ensure a high quality and responsive service.
- Provide cover for Finance colleagues during leave or other periods of absence, as required.

#### **Strategic Financial Management & Development**

- Support the Bursar in the development of the financial strategy for the School, building and maintaining effective long-term financial models through detailed scenario planning and analysis.

- Contribute to the assessment and implementation of new systems and processes to increase the accessibility and accuracy of financial data, and to improve efficiency. These will include areas such as asset management, budgeting and payment systems
- Continually evaluate the performance of the accounting software to ensure it is the best fit for the School.
- Work with the Bursar to establish a profitable lettings operation.

### **Operational Financial Management**

- Contribute to the development of School Financial policies and procedures, ensuring these are implemented.
- Produce monthly nominal ledger reconciliations, journals and balance sheet reconciliations with supporting documentation.
- Produce the first draft of monthly management accounts and management information, including profit and loss, balance sheet and cash flow forecast and analysis of variations to budget.
- Support budget holders with information to enable them to manage and monitor their budgets in accordance with policies and procedures, ensuring budgets are loaded annually onto the accounting system
- Manage the operation and reconciliation of the School's bank accounts and payment processes.
- Maintain a compliant fixed asset register using a suitable software solution where appropriate (e.g. Parago, School Asset Manager, InVentry), and work with the Premises and IT Managers to ensure an annual audit of all assets.
- Working with the Bursar and other members of the Finance team, prepare the School accounts for audit
- Manage Gift Aid claims as required
- Process claims under the School's insurance.

### **Fee billing, Fee Remission and Credit Control**

- Manage the processes and systems for all billing, ensuring that all invoicing is accurate and reflects correct fee level and remission as appropriate
- Ensure all additional charges (e.g. music, exam, trips) are correctly applied and reflect the cost of services provided
- Ensure accurate records of all discounts are maintained and processed accurately to parent accounts
- Administer the SFRS and student medical cover schemes
- Investigate and assist in the resolution of invoice queries
- Manage the fee collections and produce a weekly aged debtor report for the Bursar with detailed records of actions taken and proposed for recovery.
- Undertake regular (at least termly reconciliations) of fee income against pupil registers.
- Ensure the School's debt management processes are followed and where appropriate, in the case of non-payment of fees, the monitoring of repayment plans and escalating as appropriate.

### **Accounts Payable & Suppliers**

- Manage the Finance Officer (Purchase Ledger), overseeing purchasing processes and ensuring appropriate vetting of suppliers and maintenance of a preferred supplier list. Work with the Bursar to streamline and automate processes where possible.
- Ensure timely approval and payment of invoices and assist in resolving invoice and payment queries
- Ensure effective scrutiny of payments by direct debit
- Monitor the use of School credit and other payment cards, and expenses reimbursement
- Oversee the financial management of School trips, working in conjunction with trip leaders
- Ensure the application of best value principles and the identification of cost savings where possible.

### **Staffing and Payroll**

- Support the Bursar with the administration of the monthly payroll process, currently outsourced to a payroll bureau, posting all payroll journals and ensuring the correct accounting for salary sacrifice and other HMRC arrangements (e.g. childcare vouchers, cycle to work schemes).
- Ensure all submissions to HMRC and pension providers are correctly completed.
- Assist the Bursar with the production of monthly headcount and comprehensive staffing budget management reports.

### **Continuing Professional Development**

- The postholder will take responsibility for ensuring they keep up to date with changes in legislation and practice, and engage with personal professional development as agreed with the Bursar.

### **Other Duties**

Other tasks and responsibilities may be allocated as necessary and reasonable.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder, to reflect the changing needs of the School.

### **Key Relationships**

Internal:

Bursar, Finance team, Maintenance Manager, IT Network Manager, Principal & Senior Management Team, colleagues.

External:

Contractors, suppliers, external professional consultants and advisors, parents.

Person Specification	Essential	Desirable
<b>Education / Qualifications / Training</b>		
<ul style="list-style-type: none"> <li>Qualified Accountant (ACA, ACCA, CIMA)</li> </ul>	X	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Experience of strategic financial planning</li> <li>Experience of budget preparation and management</li> <li>Experience of systems implementation and/or improvement processes</li> <li>Experience working in a Finance office</li> <li>Team leadership experience</li> <li>Experience of working in a school/education or not-for-profit setting.</li> </ul>	 X  X X X	 X  X  X
<b>Skills / Characteristics</b>		
<ul style="list-style-type: none"> <li>Excellent understanding of accounting and related software systems</li> <li>Strong analytical skills</li> <li>Excellent Microsoft Office skills, particularly Excel</li> <li>An enquiring mind - able to apply innovative and practical solutions to problems</li> <li>Able to prioritise effectively and work under pressure as needed to meet deadlines</li> <li>Excellent verbal and written communication skills</li> <li>Able to motivate others</li> <li>Discretion and sensitivity, particularly in relation to professional confidentiality</li> <li>Supportive approach to interactions with all stakeholders.</li> </ul>	 X X X X  X X X X	
<b>Safeguarding</b>		
<p>To promote and safeguard the welfare of children and young persons with whom he/she comes into contact, and to adhere to and ensure compliance with Queen's Gate School's Safeguarding Policy at all times.</p> <p>If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, any concerns must be reported to the school's Designated Safeguarding Lead (DSL) in accordance with Tormead's policies and procedures.</p>		