



FINANCIAL CONTROLLER

JOB DESCRIPTION

All Year Round, 0.6 FTE

(Flexible working applications will be considered)

Post:	Financial Controller
Reports to:	Director of Finance
Responsible for:	Line management of the Finance manager and Finance Business Partners
Salary scale:	VT scale L10 – L14 £49,937 to £55,064 full time equivalent (subject to experience)
Hours/week:	22
Weeks/year:	52

Role Purpose:

The Financial Controller is responsible for the Trust's financial reporting including the monthly and annual accounts, delivered through the management of the team. This role requires balancing the hands-on financial management with decision-making through the need for business partnering within the Trust's environment to maximise the use of resources in order to deliver positive educational outcomes. They will need to deputise for the Director of Finance as necessary.

Main Aims:

- a) To lead financial processes; linking strategic financial vision to the budget planning and process, understanding academy staffing and cost structures. Identifying opportunities for continuous improvement within the financial processes.
- b) To contribute to the effective running of the central Trust finance function by providing financial support to Trust Principals, Leadership Teams and Local Governing Boards (LGB's) in their work.

- c) To support the academy Principals to ensure that best value for money is achieved from all staffing and purchases within their agreed budgets, utilising the Business Partnering work programme of linking with schools and Local Governing Boards.
- d) To work closely with the Principals in the Trust schools to ensure compliance with Trust financial procedures and policies, Scheme of Delegation and the ESFA Academies Financial Handbook.

Principal Accountabilities:

- a) The Financial Controller will have a central role in the financial management of the Trust and will have responsibility, under the guidance of the Director of Finance, for the following:
 - Monitoring the financial health of academies within the Trust (with school Principals, Business Partnering approach)
 - Supporting Principals to manage the financial aspects of the Trust's academies
 - Financial compliance (as per accounting conventions)
 - Budget preparation (with the Director of Finance and Principals)
 - Financial reporting (to external and internal bodies)
- b) To ensure the production of monthly management accounts and produce timely, accurate and appropriate reports and financial forecasts for the Trust. To include:
 - Investigation of variances on the monthly management accounts, in conjunction with school Principals and provide school narrative of variance reasons and actions required
 - Develop and update the financial and management accounting systems for the Trust and each school
 - Academy specific financial transactions and reporting

Audit Services:

- a) Liaise with auditors (internal and external)
- b) Implement compliance and internal audit requirements, as they affect all financial activities in the Trust.

Organisation:

- a) Attendance at staff meetings, training and INSET days where relevant
- b) To comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person
- c) To be aware of and support difference and ensure equal opportunities for all
- d) To contribute to the development and implementation of the overall ethos/work/aims of the Trust
- e) To develop positive relationships and communicate with the academies within the Trust
- f) To develop constructive relationships and liaison between managers/teaching staff and associate staff

To undertake other duties that the Director of Finance may reasonably request.

Location:

This role is based at the Trust's Head Office. Regular travel to schools within the Venturers Trust to liaise with school based staff dealing with financial matters will be required.

Venturers Trust is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.

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PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Professional Development	<ul style="list-style-type: none"> • Qualified ACA, ACCA, CIMA, CIPFA • Commitment to continuing personal and professional development • Full driving licence with access to a vehicle to access Trust sites (mileage reimbursed) 	<ul style="list-style-type: none"> • Evidence of recent relevant CPD
Experience	<ul style="list-style-type: none"> • Proven track record of operational and strategic financial management • Ability to analyse complex financial data • Ability to prepare strategic budgets • Experience of working with other external professionals (i.e. auditors) • A confident user of MS Office and experience of finance management information systems • Ability to successfully lead a team and line manage staff 	<ul style="list-style-type: none"> • Experience of finance in an education setting • Familiar with ESFA legislation (including Academies Financial Handbook, Academies Accounts Direction)
Aptitude and Abilities	<ul style="list-style-type: none"> • High standards of financial probity • Excellent communication skills, including written and verbal • Excellent influencing and advisory skills • The ability to be pro-active, work with initiative and to tight deadlines, be able to prioritise tasks • Show resilience under pressure • Highly developed organisational skills • Team player, pleasant, customer facing approach • Confidential • A commitment to working as part of the central team and supporting the vision and aims of the Trust 	
Personal Attributes	<ul style="list-style-type: none"> • Flexibility to cope with diverse needs of the post • Resilience to work under pressure • Positive, personable and optimistic promoting positive behaviour through own actions and attitude 	