



Financial Controller Job Description

Job Title:	Financial Controller
Location:	Shared Services – William Lee Centre, Calverton
Salary:	The Redhill Academy Trust Pay Scale, Band 13 (£40,609 - £44,825)
Hours of Work:	37 hours per week Core hours 8.00am – 4.00pm (3.30 on Fridays) Flexible working will be considered
Responsible to:	Finance Director
Responsible for:	Team of 5
Post Objective:	The main purpose of this role is ensure the monthly and annual financial statements of all academies / other reporting units and the overall Trust are accurate and prepared in compliance with all statutory and regulatory requirements.

Role Summary:

The Financial Controller (FC) is tasked with supporting the Finance Director by leading all transactional and financial accounting activity across the Trust, with the primary purpose of supporting the achievement of outstanding educational outcomes for the Trust's students. This will be done in conjunction with the Head Teachers, Director of Operations and Academy Operations Managers.

The primary performance criterion for the role is to lead an excellent first class transactional finance service to all Academies in the Redhill Academy Trust.

The position will take a lead on behalf of the Finance Director for ensuring overall financial compliance with statutory and legal requirements and monitoring process against the Trust Accounting Policies and procedures.

The FC will report directly to the Finance Director and will directly line manage the Shared Services transactional team and work closely with the Planning & Analysis Manager and their Assistant. It is imperative that there is close collaboration to ensure the needs of all areas of the Finance service can be delivered on time and to the required quality.

Job Purpose

- Support the Finance Director in the execution of their duties
- Responsible for ensuring the effective provision of technical Finance Systems for all Academies and other reporting units in the Trust, including new Academies as they join.
- Ensure financial regulatory and compliance, as specified in Trust policies, the Academies Financial Handbook, Company Law and by the Charities Commission is adhered to at all times by all employees in the Trust
- Preparation and monitoring of actual income and expenditure on at least a monthly basis, including preparation of accruals and prepayments for material items of income and expenditure
- Ensure the positive cash flow position of the Trust is monitored and maintained on a daily basis, through effective cash management activities
- Ensure balance sheet items are managed and monitored, including preparation of monthly reconciliations for all key balances
- Prepare monthly reports to assist in the preparation of management accounts for informing the wider process of the financial review, budget monitoring, forecasting and decision making
- Carry out all elements of finance administration for all Trust Academies and other reporting units.
- Ensure internal Finance policies are up to date and adequately address key risks and external regulatory requirements
- Finance project leadership/support

Responsibilities:

- Ensure the effective development, implementation and use of financial software, procedures and processes across the Trust
- Carry out Financial Due Diligence support of potential new academies joining the Trust.
- Implementation and set up of finance systems for new academy's joining the Trust in line with Trust Chart of Accounts, and agreement of opening balances to transfer.
- Maintain the consolidation database, ensuring that meaningful reports can be generated from the system each month for each academy, at regional level and at trust board perspective
- Monitor and review the output and accuracy of transactional work in all databases to ease consolidation, reporting errors where necessary.
- Provide Internal Audit for all Academy School Fund functions
- Implement DFE and financial audit reporting requirements and structure changes into the accounting processes across the Trust.
- Work with Internal Audit on regular audit inspections; when required submit accurate records for analysis by auditors, and be prepared to discuss and explain all entries.
- Support the Finance Director in the identification and implementation of opportunities to improve finance policy across the MAT.

- Ensure that all the requirements of the MAT finance procedures are complied with at all times for all academies, especially with regard to purchasing, obtaining quotes and tenders.
- Ensure relevant information is available for year-end accounts and all external reporting
- Prepare and submit a consolidated monthly group VAT return ensuring its data is accurate and correct and ensure VAT due to the MAT is received from HMRC and on receipt that each academy is paid the balance due to it.
- To undertake responsibility for the day to day administration of all the Trust's financial administration including:
 - Processing invoices
 - Complete monthly VAT returns
 - Authorising invoices (up to limits of delegated authority)
 - Processing BACS to suppliers
 - Monthly reconciliation of income and expenditure (pay and non-pay)
 - Process and oversee all credit card spending and carry out monthly reconciliation process
 - Maintain records of Direct Debits and Standing Orders and update as required
- Assist the Payroll team, (as and when required) including monitoring of payments to the various pension schemes and other salary connected payments in which the Academy participates, in particular, to ensure funds are available to make payment.
- Be responsible for the approval process for alterations to the chart of accounts and ledger systems
- Administer the Trust bursary payment process for post 16 pupils supporting the educational lead in setting payments levels

Organisation & Support – Staff

- Supervise and be responsible for the work of the transactional team, ensuring they are supported to meet the demands of their role.
- Liaise with Academy Finance Assistants for School Voluntary Fund to ensure correct procedures are being followed and in preparation of year-end audit requirements.
- Liaise with Academy Finance Assistants for all financial matters relating to the online payments system, including school dinner money.
- Carry out Performance and Development Reviews for the transactional team members, identifying training needs, acting as reviewer and coach for the purposes of performance management.
- Ensure the shared services finance team delivers effective financial record management
- Organise or Provide refresher/update training to all Trust finance staff