

# JOB DESCRIPTION

**Job Title:** Trust Financial Controller

**Salary:** £50,000 to £65,000

**Location:** The role is currently based in Hayes, Middlesex. Travel between the Trust's sites will be required.

**Working pattern:** Full time and Permanent

**Reporting to:** Chief Financial Officer

## **Purpose of the role**

The Trust Financial Controller is required to:

- Provide oversight and technical direction for financial matters across the Trust, including management of the accounting systems.
- Provide financial reports and expert financial advice to the CFO, CEO, the Board of Trustees and its committees.
- Ensure the finance team delivers excellent customer service to its internal clients.
- Plan and carry out critical financial activity including management accounting, budgeting, forecasting and annual statutory accounts production.
- Lead on internal and external audits.
- Lead on payroll of secondary school
- Provide professional support to centrally based finance staff nurturing talent and developing the team for high performance.
- Develop strong working relationships with internal stakeholders and relevant external individuals and organisations.

## **Key Responsibilities**

### **Strategy and Leadership**

- Assist the CFO to develop Trust financial strategy, including appropriate financial modelling, resource modelling and options appraisal.
- Monitor the Trust's reserves in line with the Trust's Reserves Policy and provide reports to the committees as requested.
- Continually seek to identify areas to improve operational efficiency and make financial savings.
- Support the Trust Leadership Team by providing and analysing figures, setting out proposals' financial implications, and making recommendations for the best strategic outcomes.
- Provide financial input in business planning across the Trust.
- Keep abreast of financial developments across the education sector by liaising with senior finance staff in other multi-academy trusts, the ESFA and other relevant organisations.
- Provide financial input into the Estates strategy and capital planning process.
- Provide financial input into income generation projects.
- Keep the CFO informed of financial risks and mitigation strategies.

### **Financial Reporting**

- Take the lead role in preparing statutory annual accounts for the Trust.
- Carry out returns to external bodies, including the Education and Skills Funding Agency (ESFA) and HMRC.
- Oversee the Trust's VAT returns and manage all aspects of VAT.
- Ensure the Trust's financial obligations about relevant pensions schemes (currently the Teacher's Pension Scheme and the Local Government Pension Scheme) are managed according to scheme and regulatory requirements.
- Ensure that accurate monthly management accounts are produced for all Trust academies and other Trust operations.
- Ensure a monthly cash flow forecast and consolidated balance sheet is produced for the Trust.
- Support the CFO in preparing the annual budget and producing all budget reports.
- To be responsible for the Trust's cash flow, ensuring that no unauthorised overdraft arises and that the Trust does not run into a cash deficit.
- Oversee and maintain the fixed asset register.
- Ensure accurate reconciliation of all Trust bank accounts.
- Ensure monthly reconciliation of all balance sheet control accounts.

## **Financial Control**

- Ensure that all financial systems and processes across the Trust are carried out in accordance with the Trust's Finance Policy and the Academies Financial Handbook.
- Ensure that appropriate controls are in place and adhered to.
- Liaise with auditors and facilitate all audit arrangements.
- Implement audit requirements as they affect all financial activities in the Trust.
- Review of the Trust's financial policies at least annually or in the event of significant changes.
- Be responsible for proper segregation of duties within the finance team.
- Oversee the academies' payment systems, including cashless catering and oversee debt management across the Trust.

## **Procurement and Contracts**

- Manage the Trust's contracts with relevant external suppliers, including the main financial system and outsourced payroll provider.
- Ensure compliance with, and contribute to, the Trust's procurement strategy and monitor purchasing procedures to ensure the best value for money is delivered.
- Oversee the Trust's payroll procedures and ensure the relationship with the provider is managed appropriately.
- Lead and participate in tender processes for Trust-wide procurement of contracts and ensure tender processes are compliant with all appropriate regulations.
- Attend Committee and other meetings as required and relevant to the role
- Other tasks as requested by the Chief Financial Officer.

## **Line management**

- Line manage the Finance Team.
- Provide professional guidance to the Finance Team.
- Ensure Trust finance staff receive appropriate CPD.
- Data Protection and Safeguarding
- Work within the requirements of data protection regulations at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue/concern.
- Remain vigilant to ensure all students are protected from potential harm.

## General

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent, the exception being specific, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory Enhanced DBS Disclosure.

## **Person specification**

### **Education**

#### **Essential:**

- A recognised accountancy qualification (for example, ACCA, ACA, CIMA)
- Graduate calibre
- Experience and Knowledge

#### **Essential:**

- Passionate about the delivery of quality customer service and capable of developing that ethos within the team
- Excellent people manager able to motivate and develop the team to ensure departmental resilience and continuity of service
- In-depth knowledge of all essential accounting functions
- Excellent knowledge of effective financial procedures and controls
- Team player, leading, guiding and working towards the aims of the department
- Effective working knowledge of up to date financial legislation and standards

#### **Desirable:**

- Experience in academies finance
- Experience in managing a wide range of financial tasks
- Experience working with external professional organisations. (auditors, insurers, funding agencies, local authority etc.)
- Experience in supporting senior management by developing effective management information and reporting

### **Behaviours**

#### **Essential:**

- Impartial, non-judgemental and displays high levels of professional integrity
- A pro-active self-starter
- Able to support, guide, challenge and influence their key peer group
- Adaptable and dynamic
- Ability to articulate in a confident and persuasive manner

#### **Desirable:**

- Display a firm but fair, diplomatic approach when advising managers and employees on procedures and budgetary control matters

### **Skills**

#### **Essential:**

- Able to prioritise jobs and work under own initiative with minimal supervision
- Proven ability to work in a fast-paced environment
- Ability to think strategically and deliver operationally

- Capable of developing systems to provide effective financial control
- Critical attention to detail
- Ability to work collaboratively, supporting other colleagues to achieve departmental objectives
- Able to prioritise, manage own workload and perform under short-term pressure
- An understanding of the importance of confidentiality and the requirements of data protection regulations

### **Attributes**

#### **Essential:**

- Committed to the Middlesex Learning Partnership Trust vision and aims
- Committed to Equality and Diversity
- Committed to own continuing professional development