



## **SOUTHEND EAST COMMUNITY ACADEMY TRUST**

### **Financial Controller Job description and Person Specification**

<b>Post Title:</b>	Financial Controller
<b>Salary:</b>	Level 9
<b>Hours:</b>	Full Time: 37hours per week; 52 weeks per year
<b>Responsible to:</b>	Finance Director
<b>Responsible for</b>	Central Finance Function

#### **Main purpose of the job**

- To lead a team of Finance professionals, responsible for the provision of an expert financial management service to all academies within our different locations
- To lead and be responsible for the monthly reporting of income and expenditure and cashflow, ensuring that information produced is robust, accurate and owned by appropriate individuals.
- To support the Finance Director and the Chief Operating Officer (COO) with the development and implementation of the MAT's short, medium and long term financial strategy
- To be responsible for the line management and development of a team of Finance Officers and Finance Assistant by promoting best practice and ensuring compliance with the financial processes and procedures for 500 staff members providing services for over 3,500 pupils across the Trust

#### **Operational Responsibilities**

- To ensure the MAT's financial procedures and practices are current and complete, ensuring that the Trust Board's and Academies' decisions are lawful
- To prepare monthly VAT returns
- To oversee the administration of the MAT's bank accounts and all academies' funds
- To assist in preparation of detailed budgets on an annual basis in consultation with academies and the Finance Director
- To assist in the preparation and maintenance of the MAT's Asset Register and equipment register
- To assist in the preparation of the BFRO
- To complete monthly accrual accounting
- To update and maintain the forecasted budget plan for the MAT
- To maintain records of accounts, ensuring effective financial controls are exercised within approved authorisation
- To prepare annual accounts for audit and assist with external audit



- To monitor income, expenditure and cashflow in relation to the budget, preparing forecast outturns
- To assist in presentation of the monthly management reports with the Finance Director
- To control purchases and maintain records of stocks and other assets
- To conduct comparative analyses and benchmarking of revenues and expenditures and general financial management strategies
- To deal with salary queries in liaison with payroll
- To monitor and investigate variances: correcting via journals where appropriate
- To manage and maintain adequate insurances for all academies within the MAT
- To ensure that salary reconciliation is completed monthly, dealing with any queries

### **Management Responsibilities**

- To be responsible for the management of the performance and, personal and professional development of the Central Finance Team in liaison with the Finance Director
- To be responsible for the setting of objectives of the Central Finance Team with the Finance Director and the assessment of those objectives through the appraisal processes
- To assist in the development of staff in the wider Financial Management teams to meet the changing requirements of the Trust
- To provide training to the Central Finance Team and financial roles within the schools where appropriate.

### **Professional Responsibilities**

- To maintain the integrity of the MAT's financial systems, procedures and reports
- To abide by the Financial Regulations and Academies Financial Handbook
- To maintain professional standards within the Financial Management team
- To ensure that Standing Orders, financial policies, Academies Financial Handbook and all relevant financial procedures are adhered to.
- To deputise for the Finance Director as required
- To undertake any other duties as may be required by the CEO, COO & Finance Director
- To undertake Continuing Professional Development (CPD) in line with the relevant institute requirements.

### **General**

- To be responsible for safeguarding and promoting the welfare of children and young people with whom the post holder comes into contact
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace, carrying out risk assessments for relevant staff
- To deal with all finance related correspondence promptly as required
- To ensure that all MAT policies and procedures are followed



- To ensure that all duties and services provided are in accordance with the MAT's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community
- To ensure that all duties and services provided are in accordance with the MAT's Data Protection Policy and practices, reporting to the DPO any concerns or requests
- To undertake any training commensurate to the post and attend relevant meetings as required by the MAT or the academies as directed by the Finance Director, COO or CEO
- To participate in the performance management structure of the MAT as directed.

The duties above are neither exclusive or exhaustive and the post holder may be required by the CEO, COO or Finance Director to carry out appropriate duties within the context of the job, skills and grade at any site within the MAT.

Date..... Signed..... (Post holder)

Date..... Signed..... (Line Manager)



## Financial Controller Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• High level of literacy and numeracy</li> <li>• Ownership and commitment to continuous learning and development</li> <li>• Degree/equivalent in Accounting, or Finance / Level 4 AAT</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years proven finance experience in education/public sector</li> <li>• Staff management experience including recruitment, selection, objective setting, appraisals and managing performance</li> <li>• Use of computerised financial systems &amp; reporting tools</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years proven finance experience in education/public sector</li> <li>• Experience of PS Financials finance system</li> <li>• Experience of IMP budget planning system</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work as a member of the team, actively promote teamwork and lead by example</li> <li>• Ability to work to tight deadlines</li> <li>• Excellent communication skills (verbal &amp; written)</li> <li>• Strong report-writing skills</li> <li>• Financial analysis and forecasting</li> <li>• Proven ability to deal with a range of sensitive issues</li> <li>• Ability to act professionally and facilitate the resolution of any problems</li> <li>• Experience of successfully managing workload and prioritising tasks</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to high quality service delivery</li> <li>• Able to maintain confidentiality in all circumstances</li> <li>• Proactive approach to work: being responsive, empathetic and supportive to all within the Trust</li> <li>• Flexible</li> <li>• Self-motivated</li> <li>• Sense of humour</li> </ul>	