

Job Description and Person Specification

Role

Financial Controller

Beckfoot Trust

Salary/Grade: PO6

Reporting to: Chief Financial Officer

JOB DESCRIPTION

Corporate Responsibilities

- Lead the smooth running of the day-to-day operational finance function and oversee the financial planning and analysis process of the Trust, working with colleagues and supporting students to achieve top 10% outcomes in a remarkable learning environment.
- Be the second in charge of the finance department for the Trust.
- Understand and fulfil expectations of a Leader as set out in the Trust School Contract, Scheme of Delegation and the Meeting Arrangements Calendar (MAC).
- Adhere to the principles of alignment in the One Trust Contract.
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- Contribute to a culture of relentless improvement, where feedback is a gift.
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff).
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation.
- Be accountable to and carry out any reasonable request from the Line Manager. a

This role involves engaging with students in regulated activity relevant to children.

Key Duties and Responsibilities

- Leadership and management of the finance team, ensuring high levels of customer service, accuracy and reliability.
- Lead on recruitment, induction, and appraisal of designated staff, providing effective communication, training, and mentoring to enable staff to carry out duties.
- Deputise for the CFO as and when required.
- Responsible for overseeing the financial administration related to purchasing, payments, banking, sales and income processing financial transactions and undertake transactions as required.
- Responsible for reviewing and quality assuring the management accounts and budget forecasting function of the Trust, ensuring management accounts and budgets are produced in a reliable, timely and accurate manner for all schools in the Trust and that they form the basis of decision making for schools.
- Consolidate and quality assure monthly management accounts and ensure there is appropriate dialogue and information provided to key stakeholders including the Trust Board, CEO, CFO, COO, Headteachers and CBMs.
- Lead on budgeting and management account assumptions ensuring the latest strategic thinking and data is included in forecasts and this is applied consistently across the Trust.
- Provide a high level of technical finance support to the schools within the Trust, working with high standards of accuracy and compliance in line with Trust policies and procedures, following standard operating procedures and identifying areas for improvement.
- Responsible for ensuring month end procedures and relevant reconciliations and checks are performed timely and accurately.
- Responsible for ensuring consolidated returns are accurate and completed and submitted timely to external bodies including DfE Returns, TPS audit, VAT and other HMRC returns etc.
- Play a lead role in the year end audit and production of financial statements.
- Take the operational lead on the internal and external scrutiny of the finance function.
- Identify financial risk and escalate or deal with the risk as appropriate.
- Facilitate the joint working of the management accounts team and operational team on:
 - The tracking grants and funding of all types across the Trust
 - Tracking budgets and working with stakeholders in school
 - The Trust investment and deposit strategy, ensuring there is appropriate cashflow to meet the Trust bills as they fall due
 - Fund costs including SCA and ICT budget tracking and reconciliation
 - Tracking of capital spend, ensuring a consistent approach to expenditure assumptions across the Trust
 - Ensure a consistent approach to fixed asset recording across the Trust
 - Accurate staff cost tracking and reporting including uploading the monthly payroll journal upload, staffing recharges and payroll reconciliation and ensuring that staffing is treated consistently in budgets across the Trust
 - Ensure a consistent chart of accounts is maintained and applied consistently across the Trust
 - Support the operational team and other management accountants in relation to technical accounting matters, staffing recharges, payroll journals, internal and external scrutiny, and financial reporting
 - Other cross cutting areas
- Work closely with the Procurement Manager to ensure that procurement and operational finance are effective and efficient.
- Support the CFO in implementing the Trust approach to financial planning for complex areas such as ICT Pots, SCA, the central recharge and reserves policies.
- Lead the compliance with systems in place to monitor budgets in relation to overspend and scheme of delegation.

JOB DESCRIPTION

- Support the CFO in effective benchmarking across the Trust.
- Take a lead role with all Trust financial systems including accounting software, budget software, contract and fixed assessment management software, payment platforms and other software.
- Work with senior leaders in the finance team to develop and implement standard operating procedures to ensure that the operation of finance is effective, efficient, consistent, and reliable.
- Lead meetings and undertake duties as required in line with Trust calendar and finance calendar, sharing expertise and supporting others.
- Provide occasional cover for colleagues in support functions.
- Carry out fire marshal or first aid duties if required, with appropriate training.

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: October 2023

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

PERSON SPECIFICATION

Financial Controller

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> • Qualified accountant (ACCA/ACA/CIMA/CIPFA) • Relevant and ongoing professional development 		<ul style="list-style-type: none"> • Application • Interview
Experience	<ul style="list-style-type: none"> • Experience of leading a team • Successful implementation, review and development of systems and processes that support a finance function • Excellent working knowledge of core accounting concepts with the ability to explain to colleagues • Extensive experience working in financial management • Demonstrable expertise in the completion of financial reports • Ability to complete core transactional work alongside strategic level responsibilities • Experience of budget management and monitoring • Experience in managing financial risks • Experience of audit functions • Experience of working within and/or leading transactional finance • Experience of consolidating accounts 	<ul style="list-style-type: none"> • Understanding of Multi-academy trusts 	<ul style="list-style-type: none"> • Application • Interview • Assessment
Knowledge, Skills and Ability	<ul style="list-style-type: none"> • Demonstrates a collaborative, team working approach focused on improvement and supporting the vision and values of the Trust • Excellent organisational and prioritisation skills, with the ability to manage multiple competing activities • Demonstrates attention to detail and a commitment to carrying out activities with diligence and accuracy • Take responsibility for producing accurate results, working with diligence, focus and pace 		<ul style="list-style-type: none"> • Application • Interview
Character/ Values	<ul style="list-style-type: none"> • High commitment to safeguarding and promoting the welfare of children • A belief in education and commitment to high levels of service to make a difference for young people • Commitment to the Trust agenda for inclusion, diversity and equality • Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership • Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know' 	<ul style="list-style-type: none"> • Interest in the Trust's wider role in the community 	<ul style="list-style-type: none"> • Application • Interview

PERSON SPECIFICATION

	Essential Requirements	Desirable Requirements	How Identified
	<ul style="list-style-type: none"> Emotionally intelligent: know when to direct and when to challenge Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example Understand the importance of work/ life balance Resilient, flexible and hardworking 		
Personal Circumstances	<ul style="list-style-type: none"> Legally entitled to work in the UK Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 Flexible to support out of hours activity on occasion 		<ul style="list-style-type: none"> References Interview