



## **JOB DESCRIPTION**

**Job Title** : **Financial Controller**

**Department** : **Lion Trust**

**Responsible to** : **Finance Director**

**Grade** : **P04**

### **Core Purpose:**

The Financial Controller is a key member of the Multi Academy Trust Team responsible to the Finance Director, with a key role in leading the finance team.

The Financial Controller will provide a lead role in the design, implementation and maintenance of the new financial management system PS Financials. The Financial Controller will support in ensuring effective and accurate budgetary controls, forecasting, management accounting and departmental reporting, directing financial audits, ensuring compliance with accounting and Tax regulations, and providing strong leadership and management skills while effectively supervising staff and supporting the Finance Director with building an effective finance team across the Trust.



### **Key Duties and Responsibilities:**

Under the direction of the Financial Director (FD) the overall responsibility of the Financial Controller is to:

Support the development of the finance team to provide a stable, flexible and resilient service, whilst enabling the Trust's aspirations for growth and expansion. Ensure High standard at all times.

Take a proactive role in supporting the effective leadership and management of the schools finances in the Trust.

Additionally to:

- Develop and train all finance staff on PS Financial System and be a lead on PS Financial System. Liaise with various external bodies, including the internal and external auditors, HMRC, payroll and other service providers.
- To support the Finance Director with the completion of the annual accounts and prepare all related documentation for the schools within the Trust as appropriate, ensuring full legal compliance and acting as primary liaison with external auditors so that the annual accounts and audit is planned and completed on time to meet Governance and funding body requirements.
- Alongside the FD to be responsible for the preparation of annual budgets, management accounts and audited annual accounts and all necessary government company returns.
- To manage the Trust's budget effectively and efficiently in conjunction with the FD with primary responsibility for detailed budgeting and in—year forecasting across the Trust.
- On a monthly basis, support the FD to create reports and statements detailing the financial position of each school in the trust.
- Ensure that adequate systems and procedures are devised, operated and maintained, in accordance with Academies Financial handbook.
- Ensure safe custody of all cash and bank balances and the fixed assets across the Trust.
- To support the strategic financial planning, in conjunction with the FD, ensuring value for money at all times.
- To support the Trust in writing of bids for funding as required by LA/DFE/EFA.
- Performance manage the Finance Assistants, establishing targets and monitoring performance against them.
- In the absence of the FD act as the primary point of contact for external funding bodies, ensuring that all relevant returns are completed accurately and in a timely fashion.
- To support the FD with the oversight of the VAT and Corporation Tax returns and reclaims and ensure that credit control procedures are robust and followed closely.
- Help to develop and maintain financial systems to ensure: pension records and returns are up to date; effective management of the payroll and that all tax and National Insurance records are up to date; income collection procedures are operating effectively and debt problems are minimised.
- Ensure all invoices and are processed efficiently and with sufficient review and oversight to ensure payments made are accurate and aligned with purchase orders.
- Supporting the FD to ensure the financial regulations are current, appropriate for purpose and observed by all staff, ensuring that value for money is being obtained through transparent purchasing processes.



- Develop and maintain the department's service level agreement with all stakeholders within the Trust and externally, ensuring the highest standard of customer service and focus is adopted.
- Responsibility for insurance, the fixed asset register and periodic funding body returns for the Trust as directed by the FD.
- Support other support staff functions with effective contract management and contract tender processes.
- Attend finance and external meetings in absence of FD.
- Ad hoc Tasks and projects as requested by the FD

#### Performance Measure:

We are developing performance measures for senior posts to provide greater clarity of institutional objectives and expected individual performance levels. Typical performance measure approaches for this post (which will be subject of discussion with the successful candidate) will include:

- Performance of the Finance team's staff in customer satisfaction surveys.
- Accuracy and timeliness of Financial returns to statutory agencies
- Accuracy, timeliness and quality of presentation of internal management information on financial matters, including cash flow information, budgetary control information.
- Success of the new PSF financial system installation and function.

#### Other responsibilities

***This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Trust Executive team including, but not limited to the Deputy CEO/Finance Director as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.***