



JOB DESCRIPTION FINANCIAL CONTROLLER

Job title: FINANCIAL CONTROLLER

Reporting to: Chief Finance Officer

Salary Range: AR13

The Financial Controller will play an important role in managing the operational finance team within the Trust and supporting the CFO with ensuring effective financial management within Turner Schools. The Financial Controller is expected to become a trusted member of the central trust team, offering proactive advice and ideas and to work in a highly collaborative, hands-on fashion, so that school leaders are freed up to focus on teaching and learning and resources are maximised to impact outcomes and the environment for pupils.

Key Purpose

The Financial Controller will be a full member of the Turner Schools central team, reporting to the CFO. The purpose of the role is to ensure that the Trust delivers its vision through brilliant schools, complying with company and charitable law, statutory and non-statutory guidance so that all activities undertaken are efficient and effective and in accordance with Trust ethos and values.

The Financial Controller will have overall responsibility for the finance team function and operational performance of Turner Schools financial matters. This will include supporting the CFO with annual budgeting, forecasting, major procurements, financial reporting and auditing and being responsible for completing grant applications, fundraising, financial control and banking/ investment.

The Financial Controller key contacts will be:

- Principals and School Leaders: providing timely and accurate information and advice to Principals to allow them to make decisions on resourcing and staffing matters. Assisting them to control costs. Ensuring the Principals are able to focus on the education provided in their schools, safe in the knowledge that all “back-office” functions are being properly handled.
- Chief Finance Officer - reporting directly to the CFO you will work under their direction and support with both operational and strategic projects across the Trust.

- Turner Schools Board and Executive Leadership Team: ensuring accurate and timely financial information is provided, including forecasts and longer term projections. Providing accurate information and advice on all non-educational matters. The Financial Controller will attend Trust Finance, Audit and Risk meetings.
- Education and Skills Funding Agency (ESFA): Interface on all financial and other regulatory matters.

Vision and Ethos

The FC will support the vision and ethos of the Turner Schools. They will:

- Develop and operate consistent common financial and other systems, policies and procedures across all Schools to minimise the cost of administration to maximise the resources available to support students
- Contribute to the vision to run outstanding schools by operating services comparable with best practice in Schools and other organisations. Lead developments in relation to areas of responsibility. Monitor, evaluate and review the effectiveness of these plans and use outcomes to inform future development priorities.
- Contribute to the culture of respect, recognition, optimism, celebration and mutual support in the Schools which promote equality within, and value the diversity of the School communities.

Finance Functions

- The Financial Controller will have responsibility for the finance functions within the Turner Schools group of schools.

Responsibilities include assisting the CFO with:

- Managing the budgeting process and monitoring against budget.
- Financial reporting to the trust board, executive team, principals, academy staff and externally as required.
- Managing the finance team, ensuring effective finance systems, processes and procedures are in place and an efficient service is provided to all service users.
- Attending monthly monitoring meetings with the Trust Chair and CEO, preparing all documents in advance of the meeting.
- Effective monitoring of all income and expenditure and effective internal audit processes
- Financial Systems
- Production of annual accounts and independent auditing
- Maximising income from grant applications & fundraising
- Procurement of major items and general procurement policy
- Invoicing and payment processing
- Cash, banking, treasury and investment of funds
- Tax (including VAT and other relevant taxes)
- Payroll and PAYE

- Maintain, develop, implement and review appropriate policies and procedures for Financial matters at a Trust and Academy level that comply with the requirements of DFE's "Academies Trust Handbook", Funding Agreement, relevant company and charities law.

Other Services

- Legal (including Company and Charitable law)
- Risk Management: Business Continuity and the Trust risk register

In each of these areas, the Financial Controller is expected to drive-up standards so that the Trust's activities are efficient and effective.

Staff

The Financial Controller will:

- Have direct responsibility for managing the Central Finance Team.
- Provide leadership to all staff under their supervision, taking action to ensure high levels of staff morale and ownership of the values and policies
- Ensuring a first class customer service experience is delivered by the Trust finance function.
- Implement performance management and quality assurance systems, including the setting of objectives and development targets.
- Ensure effective staff development opportunities are in place within the team to support their continued professional development.

Employee Signature:

Date:

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Line Manager Signature:

Date:

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