

Trust Financial Controller – Job Description and Person Specification

Post Title: Trust Financial Controller	Director/Service/Sector:	Office Use
Band: 9	Workplace: Tyne Community Learning trust Central Office	JE ref:
Responsible to: Chief Operating Officer (COO)	Date: 1st April 2019	HRMS ref:
	Manager Level: tbc	

Job Purpose:

- Organising and reporting Trust finance, including that of its constituent academies, in accordance with the ESFA reporting requirements and its Academies Financial Handbooks, and overseeing Trust procurement.
- Assisting the Board, governors, and head teachers in formulating financial aims and objectives of the Trust and in establishing the policies, systems and procedures through which they shall be achieved, including development and monitoring of budgets
- Advising on compliance with financial legislation and guidance, for example, HMRC, DFE.
- The line management of a number of staff falling under her/his remit including their induction, training and appraisal.
- Continuous development of the Trust financial accounting systems and reporting methodologies.
- Supporting and encouraging the Trust's ethos and its objectives, policies and procedures.

Resources	Staff	Responsibility for 2 x finance assistants and 1 x finance officer
	Finance	Responsibility for a trust budget of £12M
	Physical	Finance equipment and the finance system
	Clients	Internal – Board, LGBs, Heads, CEO, CEO, trust staff. External – Education & Skills Funding Agency, Auditors, parents, suppliers, customers

Duties and key result areas:

Finance and accounting

- S/he shall, in consultation with her/his line manager and the Board, prepare the Trust's annual budget, review and update forecasts as required.

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- S/he shall monitor income and expenditure in relation to the Trust's budget, and produce monthly reports for the COO, the Board, relevant sub-committee/s and schools.
- S/he shall provide budget holders with monthly updates of their accounts and advise them on matters relating to their budgets.
- S/he shall keep all Trust accounts and prepare income and expenditure reports in accordance with the ESFA financial regulations, and shall prepare accounts with the COO for submission to the Trust's auditors.
- S/he shall co-ordinate the annual audit, liaising with all parties involved.
- S/he shall maintain and oversee all bank accounts including credit card(s), reviewing monthly reconciliations and reporting banking errors to her/his line manager.
- S/he shall ensure accurate VAT accounting and payment, and that VAT reclaim returns are submitted as required.
- S/he shall be responsible for cashflow projections and all elements of cash handling including collections and disbursements, banking and security.
- S/he shall be responsible for the completion of the Trust's payroll, overseeing all forms including timesheets, new starter/leaver/variation forms and annual returns are submitted within required deadlines.
- S/he shall monitor the payment of salaries by the Trust's payroll provider, liaising with the provider as required.
- S/he shall be responsible for ensuring the electronic placing of requisitions and orders are in accordance with the Trust finance manual and procedures laid down from time to time.
- S/he shall, in conjunction with the nominated staff members, scrutinise and attend to the payment of all invoices and statements of account.
- S/he shall carry out and keep analyses of costs and other statistical information.
- S/he shall supervise the Trust's computerised finance accounting.
- S/he shall be conversant with the general principle of taxation applicable to the Trust and the financial implications of charitable status.
- S/he shall maintain all Trust insurances/RPA in all forms including assessments, claims and administration.
- S/he shall co-ordinate and maintain a list of approved contractors and suppliers to ensure best value.

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- S/he shall support the COO in the management, negotiation and monitoring of all contracts, leases and relationships with external contractors, in conjunction with schools.
- S/he shall be responsible for the Trust's asset register ensuring that it is maintained and regularly updated.
- S/he shall ensure that all necessary financial returns, reports and documentation are completed accurately within time constraints.
- S/he shall, in conjunction with her/his line manager, review annually the Trust's charging policy and make recommendations as appropriate.
- S/he shall provide information to the board and its committees as required.

Personnel

- S/he shall ensure, by oversight, that all the necessary financial data required for payroll, the Teachers' Pension and Local Government Pension agencies is submitted when:
 - A new appointment is made.
 - When changes are made to an existing member of staff's terms and conditions.
 - When a member of staff's employment terminates.
- S/he shall ensure all relevant assessments are completed and resulting outcomes implemented in relation to HMRC requirements.
- S/he shall ensure that all staff details relating to salaries and pensions are passed to the personnel department for inclusion in secure personnel files.
- S/he shall oversee arrangements for the induction of all new staff within her/his areas of responsibility.
- S/he shall be responsible for identifying training needs and the ongoing professional development for all staff within her/his areas of responsibility.
- S/he shall be responsible for the appraisal arrangements for all staff within her/his areas of responsibility.
- S/he shall oversee the effective deployment of all staff within her/his areas of responsibility.

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- S/he shall play an active role in the recruitment of staff in accordance with the school's procedures.
- S/he shall organise and deliver finance system training to Trust staff as required.

Administration

- S/he shall undertake responsibility for all necessary administration relating to all areas within her/his remit.
- S/he shall ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required.
- S/he shall ensure compliance with data protection regulations.
- S/he shall contribute to appropriate meetings as required and circulate associated information.
- S/he shall deal with correspondence promptly and as required.

General

- S/he shall arrange and provide training sessions for staff to ensure that they are aware of associated procedures and regulations.
- S/he shall attend training sessions and meetings as required including appropriate committee meetings.
- S/he shall keep up-to-date with developments and changes in associated legislation and guidance, and communicate information to colleagues as appropriate.
- S/he shall support the COO in advising the board and its committees as appropriate.
- S/he shall seek, consider, and act upon professional support and advice as required.

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The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Travel to work sites, meetings or other venues throughout the County and region and further afield on occasion.
Working patterns:	May include weekends and evenings. Mainly office based but some travel required.
Working conditions:	Indoors.

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Northumberland County Council
PERSON SPECIFICATION

Post Title:		Director/Service/Sector:	Ref:
Essential		Desirable	Assess by
Qualifications and Knowledge			
<ul style="list-style-type: none"> • AAT accounting qualification. • Knowledge and understanding of Company Law, UK GAAP and IFRS • Knowledge and understanding of Charity reporting requirements. • Advanced Excel skills • Knowledge of best practice in management reporting 		<ul style="list-style-type: none"> • Experience of using PS Financials in a MAT environment. • CCAB Accounting Qualification • Knowledge and understanding of ESFA reporting requirements • Knowledge and understanding of ESFA Academies Handbook. • Knowledge of pension returns • Knowledge of VAT in a MAT environment • Knowledge of statutory accounting 	A, C, I & R
Experience			
<ul style="list-style-type: none"> • Experience of managing expenditure and income. • Experience of managing change and implementing new systems/ procedures/controls. • Evidence of effective leadership and line-management of staff including a team. • Evidence of finance, business and administrative management experience within a school, Trust or similar environment. • Evidence of finance, business and administrative management experience to support the day-to-day operation of an SME equivalent establishment/ company within financial constraints. 		<ul style="list-style-type: none"> • Experience in a MAT environment 	A, I & R

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Skills and competencies		
<ul style="list-style-type: none"> • Ability to build and form good relationships with students, colleagues and other professionals. • Able to lead, develop and motivate a team of staff, delegating duties as required. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Ability to proficiently use office computer and finance software including word-processing, spreadsheet, databases and internet systems. • Ability and knowledge to produce budgetary estimates, reports, cash flow and financial and statistical summaries, ideally combined with operational experience. • Knowledge of principles and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of financial accounts. • Good working knowledge and understanding of methods of ordering, contracts, purchasing and value for money. • Working knowledge of law with regard to contracts, freedom of information act, data protection and GDPR. 		A, I, & R
Physical, mental, emotional and environmental demands		
Motivation		

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Other – personal qualities		
<ul style="list-style-type: none"> • Excellent interpersonal skills with ability to maintain strict confidentiality. • A diplomatic and patient approach. • Initiative and ability to prioritise one's own work and that of others to meet deadlines. • Able to follow direction and work in collaboration with the COO. • Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations. • Ability to evaluate own development needs and those of others and to address them. • A willingness to seek specialist advice and awareness of where to seek it. • Able to attend evening meetings if required. • Efficient and meticulous in organisation. • Commitment to the highest standards of child protection. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the Trust's ethos, aims and its whole community. 		I & R

Key to assessment methods; (a) application form, (c) certificates, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits