

Job Description and Person Specification

Job Title	Financial Controller
Pay Range	£67,260-£75,696
Location	TCSET Central
Reporting to	Chief Financial Officer

Job Purpose

- We are looking for someone with a genuine commitment to the values and mission of the Charter Schools Educational Trust and a passion for making a positive impact on education through sound financial management.
- The Financial Controller is a pivotal role within our Multi-Academy Trust, in overseeing the efficient and effective management of finance operations and management of the finance team, as well as business partnering their own schools.
- The Financial Controller will also be key in ensuring financial stability, regulatory compliance and sound financial practices across the Trust.

Main responsibilities

Financial Operations

Budget Management: Collaborate with the CFO, Head Teachers and Academy Business managers to develop and manage the annual and 3 year budgets (revenue and capital), ensuring alignment with the Trust's strategic objectives.

Financial Reporting and business partnering: Prepare, review and deliver accurate and timely financial reports, including monthly management accounts, to support informed decision-making by the CFO and the Trust's leadership team. This will cover your individual schools as well as the overall Trust reports.

Key performance indicators: Deliver and utilise key performance indicators (KPIs) for the benefit of school and Trust performance, in year and through budgets. Identify areas for improvement both short and long term and implement improvement plans.

Cash flow management: Monitor and report on the Trust's cash flow.

Financial Controls

- Own and manage the timetable of financial activity across the year.
- Implement and maintain robust financial controls, ensuring compliance with financial regulations and internal control procedures.
- Maintain and further develop the Trust Financial Manual and procedures to ensure that all Trust financial processes are written down and known by all those using them.

Compliance and Reporting

- Review your school and/or Central management accounts and ensure that balance sheet reconciliations are completed for all.
- Ensure the Trust adheres to all financial and regulatory requirements, including those set by the Department of Education, and the Charities Commission.
- Ensure all tax obligations are met, whether payroll, VAT, Corporation tax.

External Audits: Lead in coordinating and managing external audit processes, addressing audit recommendations, and ensuring timely compliance.

Internal Audit: Collaborate with the CFO to develop and maintain effective internal audit procedures for the Trust, including the management of audit reports and recommendations for improvement.

Financial Leadership

Team Leadership: Manage our finance team members, providing guidance, direction and performance evaluations.

Support to Head Teachers and school business leaders: Ensure that the financial management of individual academies aligns with the Trust's financial goals.

Training and Development: Identify training needs within the finance team (and beyond) and provide support and training to enhance their skills and knowledge.

Stakeholder Engagement

Communication: Maintain effective communication with the CFO, academy leaders and other stakeholders regarding financial matters, offering guidance and support as needed.

Relationship Building: Develop and maintain strong relationships with internal and external stakeholders, fostering a collaborative and supportive financial environment.

Specialist responsibilities

- To ensure compliance with the Academies Financial handbook and the implementation of effective financial management and controls.
- To ensure that the overarching framework is understood and followed across the Trust.
- To ensure that the right systems are in place so resources are managed well to support the best value for money of public funds.
- To ensure that all statutory returns are reviewed and completed to deadlines set.
- To continually review and question the roles and responsibilities of staff to ensure segregation of duties and that the Trust is compliant with all financial requirements.
- To provide consistency and transparency for all stakeholders with clear guidelines of expectations and information required throughout the academic year.

Accountability

- Deliver reporting on time to all stakeholders.
- As business partner ensure your schools are confident in their actuals, forecasts and budgets.
- Lead decision making by analysing, evaluating and communicating the financial performance and position of the Trust.
- External Audit - advise on and communicate effectively the role and scope of all audit and assurance engagements to stakeholders and manage the process, reporting back on findings.
- Highlight and manage risk appropriately
- Monitor, evaluate and advise on accounting standards regulations, conceptual and financial reporting frameworks.

Leadership

- Leadership skills with a track record of managing and mentoring finance teams effectively, whilst fostering a culture of excellence, teamwork and continuous improvement.
- To manage and motivate people to optimise performance and effectiveness.
- To be proactive and strategic in anticipating organisational needs while recognising its context within the wider educational environment.

Financial Responsibility

- Directs performance in the Trust through selecting and measuring financial and non-financial performance indicators.
- Collaborates on all tactical and organisational areas involved with budgeting, control, capital investments, resource management and people.
- Consults on design and use of the latest technology and information systems to evolve decision making and organisational performance.
- TCSET's income is approx. £55m.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Qualified accountant (any recognised body) or experience in a comparable role. 	
Experience	<ul style="list-style-type: none"> • Clear experience of business partnering, financial management, accounting and financial control, and a commitment to ongoing professional development. • Experience & confidence in managing a finance team. • Experience in identifying and implementing improvements whether in the operation or in the finance function. 	<ul style="list-style-type: none"> • Proven experience as a financial controller or management accountant within a multi-academy trust or similar educational institution. • Proven experience in improving controls and processes to achieve scalability, effectiveness and value for money.
Knowledge	<ul style="list-style-type: none"> • Comfortable with accounting standards and technical guidance and able to research and make recommendations on reporting or tax points. 	<ul style="list-style-type: none"> • Understanding of the Academies Trust Handbook • Familiarity with the financial challenges and regulatory requirements of the education sector, particularly multi-academy trusts.
Skills and Abilities	<ul style="list-style-type: none"> • Calm, confident, 'can do' attitude. • Proficiency with financial software and systems, as well as advanced proficiency in Microsoft Excel for financial analysis and reporting. • Excellent written and verbal communication skills, including the ability to convey complex financial information to non-financial stakeholders clearly and effectively. 	<ul style="list-style-type: none"> • Knowledge of PS Financials and Access Education budget software or other education finance platforms • Knowledge of DFE funding and other income sources • Knowledge of school staffing and financial terms of employment • Ability to think strategically and contribute to the

	<ul style="list-style-type: none"> • Demonstrated ability to build and maintain strong relationships with school leaders, external partners, and regulatory bodies and team members. • Strong analytical and problem-solving skills, with a keen attention to detail. 	<p>development and execution of business transformation strategies.</p>
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Safeguarding:

The Charter Schools Educational Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities

The Charter Schools Educational Trust is committed to equality and diversity and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age and all other aspects of diversity.

Health & Safety

The Charter Schools Educational Trust is committed to promoting the health and wellbeing of our staff and pupils by managing conduct and behaviour effectively to ensure a good and safe working and learning environment.

Working within the community

The Charter Schools Educational Trust is committed to working closely with our communities to ensure a collaborative and harmonious relationship that is supportive of those around us.

The details contained within this job description are intended to give an overview of the requirements of the role. All employees of The Charter Schools Educational Trust are expected to work in a positive and collaborative way that supports the overall Mission, Vision and Values of the Trust. This includes showing flexibility in the tasks undertaken in order to deliver this aim.