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## **Financial Controller**

**Department:** Central Trust Team

**Salary Range:** £56,316 to £62,202 (full time equivalent)

Full/Part time (min 30 hours per week), 52 weeks

**Reporting to:** Chief Financial Officer

**Liaising with:** CEO, Trustees, Headteachers, Executive Leadership Team, Governors, Teaching and Support Staff, Outside Agencies and the Trust's Central Team

**Location:** Hybrid/Marlow Office, Buckinghamshire

**Required as soon as possible**

### **JOB PURPOSE**

This is a newly created role which is being introduced to support the centralisation and future growth of the Marlow Education Trust. This hands-on role will be responsible for preparation of monthly management accounts, ensuring all transactions and month-end processes are carried out, preparation of balance sheet, capital projects and fixed assets reconciliations, line management as required, as well as oversight of accounts payable, accounts receivable and VAT returns. You will be involved in cash flow forecasting, treasury/banking processes, budgeting/forecasting process, monthly reporting, variance analysis and more. You will support the CFO, and work closely with all schools' leadership teams and Headteachers.

The successful candidate will have previous financial experience ideally in a school environment and a recognised accounting qualification and will be flexible and able to demonstrate an ability to adapt to a changing environment. You will be professional in your approach to all aspects of the role, extremely well organised, a team player and competent with accounting and procurement software, MsOffice and Google Suites.

### **Main Responsibilities**

- Produce draft monthly and annual financial statements, including payroll and balance sheets reconciliations, income and expenditure, and cash flow statements
- Undertake payroll preparation including staff cost allocation on a monthly basis
- Support the production of regular re-forecasts during the academic year
- Prepare and post monthly and annual prepayment and accruals
- Maintain fixed asset register and post depreciation
- Monitor of capital projects income and expenditure and carry out necessary postings at the

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end of each project

- Ensure compliance with VAT, taxation, and other liabilities, minimizing amounts due while meeting legal requirements
- Undertake a credit control function thus ensuring that the payment of outstanding sums are received as swiftly as possible
- Liaise with auditors and facilitate all audit arrangements
- Work closely with the finance team in the central services and provide line management if required
- Work closely with School Leaders to provide consistent financial information to all schools
- Collaborate with the CFO to design and implement new financial systems and processes, ensuring efficiency and effectiveness while maintaining strong internal controls
- Act as an extended part of the schools' Senior Leadership Teams, providing high-level support to their back-office functions
- Support schools in setting reliable and realistic budgets based on consistent planning assumptions
- Monitor and identify corrective actions when necessary to ensure budget adherence.
- Serve as a liaison between the finance team and our schools, providing support and equipping them to carry out their roles effectively
- Develop the knowledge and understanding of the Trust's schools' Leadership Teams, fostering professional relationships and networking opportunities between school

#### **Other**

- Work within Trust policies and procedures, including participating in performance management and professional development as required
- Contributing to the development of systems and procedures, sharing best practice with colleagues and proactively seeking opportunities for improvement
- Support and provide cover within the finance team as required
- Promote the ethos of the Trust
- To maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the Data Protection and Equality Act at all times
- To carry out duties and responsibilities in accordance with the school and Academy Trust's Health and Safety Policy and relevant Health and Safety legislation
- To demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents
- To observe proper professional boundaries and having regard to the safeguarding and wellbeing of students
- The post holder is responsible for ensuring all child protection and Safeguarding policies are adhered to and that any concerns or incidents are raised in accordance with these policies
- To undertake any other task as directed by the CFO commensurate with the level of post