



## St Ralph Sherwin Catholic Multi-Academy Trust

### Job Description

#### Financial Controller

St Ralph Sherwin CMAT is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Reporting to:** Chief Financial Officer

**Responsible for:** Deputy Financial Controller

**Grade/Salary:** S3 (points 40-44)

**Contract Type:** Full Time

**Hours:** 37 hours per week (additional hours may be required to meet the requirements of the role)

**Location:** Head Office

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#### Main purpose

The Financial Controller is responsible for the financial control, compliance, and stewardship of the Trust's finances. The role ensures that all statutory, regulatory, and ESFA requirements are met; that cash and banking arrangements are robust; and that financial systems, processes, and controls operate effectively across the Trust.

#### Duties and responsibilities

##### Financial Control & Compliance

- Maintain and operate a robust framework of financial controls across the Trust.
- Ensure full compliance with:
  - Academy Trust Handbook
  - Funding Agreements
  - ESFA and DfE guidance
- Lead on internal control documentation, financial procedures, and segregation of duties.
- Support internal audit activity and monitor implementation of recommendations.

- Maintain oversight of risk relating to financial processes and controls.

### **Statutory & External Reporting**

- Lead the preparation of the Trust's annual statutory accounts.
- Act as primary liaison with external auditors.
- Manage audit timetables, deliverables, and audit queries.
- Ensure timely completion of:
  - Annual accounts return
  - Budget forecast return (BFR)
  - Any other ESFA or DfE statutory returns

### **Cash Management & Treasury**

- Oversee Trust-wide cash flow forecasting and monitoring.
- Manage bank accounts, mandates, and treasury arrangements.
- Ensure effective short- and medium-term cash planning.
- Monitor reserves, liquidity, and funding drawdowns.
- Ensure compliance with Trust treasury and investment policies.

### **Payments, BACS & Banking**

- Oversee the Trust's BACS payment processes.
- Ensure secure, timely, and accurate payment runs.
- Maintain strong controls over payment authorisation and banking access.
- Review and approve high-value or sensitive transactions in line with delegated authorities.

### **VAT, Tax, Pay & Pensions**

- Ensure accurate and timely submission of:
  - VAT returns
  - Payroll reports and pay-related statutory returns (in liaison with payroll providers)
- Maintain oversight of teachers' and local government pension processes
- Act as the Trust's technical lead on VAT and tax matters, escalating complex issues where required

## Financial Systems & Data Integrity

- Own the integrity and control of the Trust's finance systems.
- Ensure consistent chart of accounts and system structures across academies.
- Control user access, permissions, and system changes.
- Lead system improvements, upgrades, and automation of finance processes.
- Ensure high-quality, auditable financial data.

## Team Leadership & Process Management

- Line manage central finance staff responsible for transactional finance and reporting.
- Set clear standards, deadlines, and quality expectations.
- Develop documented, standardised finance processes across the Trust.
- Provide technical finance guidance to colleagues as required.

## Wider Responsibilities

- Deputise for the Chief Financial Officer when necessary.
- Be aware of and comply with the academy's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to the Chief Financial Officer
- Comply and assist with the development of policies and procedures relating to financial control, as required.
- Develop effective professional relationships with colleagues.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's Confidentiality Policy at all times.
- Contribute to and support the overall Catholic vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people.



The Financial Controller will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



## Person Specification

### Financial Controller

Key: I = Interview A = Application Form

		Essential	Desirable	How evidenced?
<b>Qualifications and Training</b>	Fully qualified accountant (ACA, ACCA, CIMA) with significant post-qualification experience.	✓		A
<b>Experience</b>	Strong understanding of academy finance and ESFA compliance	✓		A / I
	Experience of working across a large multi academy trust		✓	A / I
	Skilled in presenting complex data in clear, narrative-driven formats.	✓		A / I
	Strong technical accounting and financial control background	✓		A / I
	Experience of line-managing and mentoring finance staff, building team capability and resilience.	✓		A / I
<b>Skills and Knowledge</b>	Advanced proficiency in financial systems	✓		A / I
	Knowledge of academy finance system e.g. PSF		✓	A / I
	Excellent attention to detail and control mindset	✓		A / I
	Strong leadership and mentoring skills	✓		A / I
<b>Personal Qualities</b>	Flexible in terms of working hours and duties	✓		I
	Able to communicate effectively	✓		I
	Uphold and promote the Catholic ethos and values of the school	✓		I
	Commitment to maintaining confidentiality at all times	✓		I
	Commitment to safeguarding, equality, diversity and inclusion	✓		I



**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** 29 January 2026

**Next review date:**

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_