

## JOB DESCRIPTION

### Job Details

Post Title	Financial Controller
Responsible to	CFO
Responsible for	Finance Operations Team

### Purpose of job:

#### Objectives

- Ensure Financial Sustainability and Budget Management
- Maintain Compliance and Robust Financial Controls

#### Responsible for:

##### Financial Management & Reporting

- Effective management, monitoring and control of capital and revenue budgets
- Support the CFO in the production of regular finance report/papers including the budget & 3-year plan pack
- Assist with the production of monthly finance report working closely with the strategic finance business partners
- Preparation of financial statements (Cash flow/Income and Balance sheets)
- Managing Working Capital

##### Financial Control & Compliance

- Monthly balance sheet reconciliations
- Key Financial Controls Framework
- Monthly fixed asset reporting
- Carry out fixed asset verifications and stock takes
- Financial risk management

##### Audit & Governance

- Ensuring compliance with financial, legal and internal processes obligations
- Maintaining good relationships with banks, DfE, auditors and other external bodies
- Organising and following up on both internal and external audits

##### Leadership & Operations

- To lead, develop and manage the Finance Operations team
- Monitoring and controlling the cost-effectiveness of services provided by the schools and the central team to ensure value for money. Working closely with the Strategic Finance Business Partners
- Identify opportunities for cost savings / responsible for central function budgets and partnering
- Responsible for all the transactional processes such as banking, cash flow forecast, purchase ledger and sales ledger.

## Assessment and Reporting

### Student Care Role

- The Financial Controller will follow the Trust's procedures for student contact & welfare
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer

### Training and Development

- Training and development will be given to ensure that the Financial Controller is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### Communication

- Frequent communication with CEO, CFO, Head of Finance and Regional Executive Principals.
- Frequent communication with central team staff as required and participation in scheduled meetings.
- Calendar of meetings with all Principals and School Business Managers to maintain strong dialogue and understanding.

### Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### Hours of work

- The Financial Controller is employed for 37 hours per week for 52 weeks

## Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

## Performance Management

The Financial Controller will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### Appraisal

The Financial Controller will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

## Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CFO's approval.