## Job Description

**Post:** Financial Controller

**Location:** Middlesbrough, with travel to Hartlepool

**Line Manager:** Vice Principal (Resources)

**Line Manager To:**  Finance Team

**Job Purpose:**

The School operates with the Higher and Further Education sector as well as some commercial activity within its subsidiaries. The Financial Controller role is key management role at the School looking the financial affairs of the Group structure and supporting the implementation of its strategies. Key aspects of the role include:

* Statutory and management accounting for the Group and its subsidiaries
* Lead the School’s budgeting and forecasting processes
* Development and maintenance of reporting and budgetary systems
* Management of financial and student finance records
* Treasury management
* Provision of financial management information in support of the School’s operational and strategic objectives
* Advise and assist the senior management team in financial and operational decision making
* Maintain strong internal controls, ensuring adherence to financial regulations and timely submission of statutory returns

**Main duties and responsibilities:**

1. Provide effective leadership and management to the Finance Team;
2. Design, drive and implement Financial strategies, policies and procedures that support the achievement of the School's business objectives while fulfilling its responsibilities to statutory funding bodies;
3. Lead in the preparation of the School’s and statutory accounts and associated notes in accordance with the statutory and legal requirements and accepted accounting standards;
4. Take responsibility for financial and student finance records administration in order to ensure the integrity of the systems, accuracy of data and compliance with agreed annual and monthly timetables of tasks undertaken by finance and student finance records staff;
5. Maintain liaison with internal and external audit services and other parties regarding procedural, accounting and reporting requirements. Ensure compliance with such requirements and to lead in the appropriate preparation for audit work to be undertaken by any such parties;
6. Produce monthly management accounts from SAGE200 in a specified format and other regular financial performance reports tracking key financial metrics, cost drivers and variances;
7. Lead the planning, co-ordination, preparation and analysis of the annual revenue and capex budgets, forecasts and CFFR returns for the Corporation including regular liaison with internal budget holders;
8. Oversee the ordering of goods and services with subsequent payment of suppliers in a timely manner;
9. Monitor the School’s cash resources through short and medium-term cash flow forecasts and the management of debtor and creditor balances;
10. Ownership of the development and maintenance of costing systems in support of the School’s operational and strategic objectives;
11. Take responsibility for grant funded projects regarding costings and financial guidance and to prepare respective grant claims;
12. Provide financial advice, guidance and staff development to budget-holders and other staff as directed;
13. Prepare timely and accurate Corporation Tax and VAT returns for the School and its subsidiaries;
14. Oversee the School’s income collection and credit control procedures;
15. Lead in the development of the School’s procurement procedures and to implement related measures across School.
16. Prepare and evidence funding and grant claims to funding bodies such as DfE, OfS, Local Authorities and the Combined Authority;
17. Be committed to personal and professional development and, in particular to maintain an up-to-date knowledge of developments in finance;
18. All staff members are responsible for safeguarding children and adhering to the principles and guidelines outlined in the Keeping Children Safe in Education framework.

**GENERAL DUTIES:**

* Ensure other members of the team have information to cover effectively for you in your absence.
* To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
* Ensure that the Corporation’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
* Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
* Ensure that the Corporation’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
* Ensure the safeguarding of learners at all times and report any potential issues without delay.
* All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
* Any other duties commensurate with the nature and level of the post, as directed by the Vice Principal (Resources) or the Principal.
* This list is not exhaustive and is only an indication of responsibilities.

**SAFEGUARDING**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment.  A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**EQUALITY, EQUITY, DIVERSITY AND INCLUSION**

At The Northern School of Art, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

**Person Specification Management Accountant**

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| **Essential** | **Desirable** |
| **Qualifications** |  |
| * Full CCAB qualification | * Degree qualified |
| * **Experience / Knowledge** |  |
| * Managerial and people management experience with senior level accountancy background. * Knowledge of financial/accounting regulations and procedures. * Knowledge of general IT packages, ability to manipulate, analyse and present data using e.g. Word, Excel, Powerpoint. * An understanding of safeguarding principles, policies, and practices, including the Prevent duty | * Knowledge of the education sector finance regimes and funding mechanisms. * An awareness of procedures, practice, changes and trends in further and higher education. * Experience of managing teams of staff and scheduling work, ensuring high performance. * Knowledge and experience of using SAGE accounting software. * Experience of working with children |
| **Preferred Skills Abilities** | |
| * Proactive individual, able to develop the role fully and deliver to targets. * Ability to discuss and influence decision making across all levels of the organisation | |
| * Able to make sound decisions and provide advice on matters, some of which could affect the School as a whole. | |
| * Analytical ability – able to analyse and evaluate financial data to making reasonable assumptions and projections. | |
| * Capacity and tendency to learn from experience. | |
| * Team player with strong communication skills. | |
| * Able to work with others in planning and implementing change across the School. | |
| * Able to find innovative solutions to problems. | |
| * Organised and methodical with excellent attention to detail. | |
| * Ability to organise work to meet deadlines. | |
| * Ability to deal confidently and sensitively with issues, working with others with varying levels of financial knowledge. | |
| * Committed to regular updating of skills & knowledge. | |
| * Able to travel between sites – access to transport for work purposes. | |