



JOB DESCRIPTION

Job Title:	Financial Controller
Responsible To:	Headteacher
Location:	Central Office and TCW Hubs as required
Salary:	From £60,000 FTE per annum

Summary of the role:

This role will be responsible for overseeing the financial department of The Complete Works (TCW) Charity. This consists of holding the budget for all TCW school sites and assisting the Executive Team in their strategic planning by providing accurate management accounts and financial forecasting. The Financial Controller will ensure TCW adhere to all tax regulations, company legislation and charity legislation and prepare the accounts for audit. They will also oversee all contracts with external bodies including: leasehold, insurance, printers, maintenance, cleaning, catering, and legal contracts alongside service level agreements with schools and local authorities. This role will hold line management responsibilities for their department and will have oversight of the facilities management.

Responsibilities:

- To oversee the day-to-day operations of the finance department and ensure an effective system of internal control
- To maintain accounting records to professional standards and statutory requirements
- To ensure that all finance policies are appropriate, and reviewed and updated as required
- To prepare the charity's annual budget, departmental budgets and cash flow forecasts
- To provide financial advice and information to the Executive Team and to assist them in the smooth and effective management of the company's operations
- To attend evening Trustee meetings and the Trustee development day (currently held on a weekend date)
- To prepare accurate and timely monthly management accounts, monthly financial and other ad-hoc financial reports as requested/appropriate for the Executive Team and the Trustees. (To include budgetary variances and cash flow statements and forecasts)
- To maintain oversight for the company's payroll, including pension administration and end of year returns
- To liaise/meet with Internal Audit Committee/external Auditors as and when required/directed by the CEO or Trustees
- To prepare annual accounts and be the lead contact for external audit
- To manage and supervise the purchase and sales ledger systems including the payment of invoices and recovery of all debts

- To be responsible for ensuring that adequate financial controls exist regarding recording and banking
- To produce and review the company risk register
- To liaise with external agencies, such as external auditors, The Charity Commission, HMRC, Suppliers, etc in order to make sure the company is complying with all legislation
- To line manage Finance Officer and have oversight of the facilities management operations
- To oversee the submission of ONS returns in a timely manner

Other

- To complete any ad-hoc duties requested by the Headteacher
- Attend whole school training
- Attend other training as requested

Person Specification:

Essential

- Qualified accountant (CCAB or equivalent)
- Advanced Microsoft Excel skills
- Experience of using Accounting software packages
- Experience of managing a financial team
- Experience of budgeting, forecasting and strategic planning
- Accuracy and high levels of attention to detail
- Excellent organisational and planning skills and ability to multitask
- Willing to embrace change and challenge processes to improve efficiency
- Able to manage workloads and priorities and work under pressure
- A team player who is able to develop effective relationships with the team and work in partnership with others
- Excellent written and verbal communications skills
- Strong administration skills
- Personable, professional and courteous in manner
- An enthusiastic, positive and proactive attitude to work
- Able to manage stressful environments
- Able to be discreet and loyal
- Able to handle confidential material

Desirable

- Experience of working in an educational environment
- Experience of working in a charity
- Experience of working in a creative environment
- Able to use Sage accountancy programme

The job description is not an exhaustive list and there may be times when the Chief Executive Officer or Headteacher will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedures of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

Extra information:

This is a PAYE, full time, in-person contract. The Financial Controller will mostly work in the central office and is entitled to 20 days holiday plus bank holidays. The set 20 days holiday are to be taken out of term time, during the school holidays. During school holidays (approximately 12 weeks a year) the Financial Controller will be able to decide whether to work from home or in the office and only needs to work the hours needed to meet the demands of their role. This role may also be entitled to up to 5 days unpaid term-time leave per annum, to be taken in blocks of no more than 2 days at the discretion of the Headteacher.

The working hours are based on 09.00-17.00 Monday-Wednesday, 09.00-18.00 Thursday and 09.00-17.00 on a Friday during term time, with a 30-minute lunch break. You may be expected to work outside of these hours if required to fulfil your duties. TCW reserves the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Thursday training sessions, which finish at 6.00pm, and student focussed events such as the TCW showcase and the Student Awards celebration, which may finish later than 18.00. Dates are provided at the beginning of every new academic year.

This role will be directly managed by the Headteacher with at least 2 appraisals a year.

It is expected that all successful candidates will follow the policies and procedures of TCW at all times and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO. All teachers, staff and members of management will be required to meet the Ofsted criteria of good and always aim for outstanding as depicted in the school Ofsted guidelines. Staff will be required to attend extra, unpaid training if they do not meet the criteria for good.