

JOB DESCRIPTION

JOB TITLE: FINANCIAL CONTROLLER

RESPONSIBLE TO: Principal

Main purpose of post

To be responsible for the day to day financial activities of the school.

General duties include:

- Comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns to the school Principal
- Respect the confidentiality of all matters relating to the school, pupils and staff
- Contribute to the overall ethos, work, aims and values of the school
- Communicate with other agencies and professionals as appropriate
- Maintain all relevant logs, records, information and filing systems relating to Finance
- Attend appropriate training courses if required

Areas of responsibility and key tasks include:

a) Financial Duties

- Take responsibility for all financial matters.
- Budget planning with the Principal, to ensure that the school makes the best possible use of the resources available
- Prepare, maintain and monitor the budget
- Manage the cash flow forecast
- Liaise with the Principal and Trustees regarding strategic financial planning
- Produce budget statements for the Principal and trustees
- Present statements and reports as requested for the Resources Committee
- Prepare accounts for auditing
- Collect, check and bank monies e.g. school trips, clubs
- Carry out SIMS/FMS or alternative system Year End procedures
- Assist in negotiating and managing contracts and agreements, ensuring best value
- Ensure that efficient and effective administrative arrangements and procedures for financial matters are in place within the school, are understood and followed by staff, and are monitored on a regular basis.
- Liaise with staff, trustees, external agencies and the Association of RSSKL on a variety of financial matters

b) Personnel

- Be responsible for setting up and maintaining appropriate personnel financial records to meet the needs of the school and Local Authority
- Execute PAYE & Pension reconciliations and payments

c) Premises Management

- Ensure financial optimisation of all lettings

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Principal and Trustees to undertake work of a similar level that is not specified in this job description.

This job description and allocation of responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the appraisal cycle and at any other time on request.

CANDIDATE SPECIFICATION

The Financial Controller will possess the following attributes:

P – assessed through evidence in the application form and references	I – assessed at interview	E / D = Essential / Desirable	
Educated to a good standard at least A Level or equivalent	P		E
Formal finance qualification such as AAT +	P		D
Certification in Organisation Administration	P		D
Experience in working with accounts and in a financial environment	P		E
Knowledge of accounting procedures and best practices	P		E
Familiarity with budget preparation and cash flow management	P		E
Ability to maintain a high level of accuracy in preparing and entering financial information	P	I	E
Ability to work on own initiative, prioritise work, handle pressure and take day to day decisions	P	I	E
Excellent computer skills in addition to SIMS, FMS, Excel Spreadsheets, word and outlook	P	I	E
Good written and verbal communication skills	P	I	E
Previous work as a Bursar	P		D
Managing and enforcing service level agreements and contracts for outsourced services	P		D
Experience of working in an educational establishment	P		D
Demonstrates persistence in overcoming and removing obstacles to goal achievement		I	E
Demonstrates a drive, commitment and sense of urgency that inspires others to achieve results		I	E
Implements and monitors relevant work procedures in line with defined standards		I	E
Proactively approaches others with a view to engaging in dialogue and building strong working relationships		I	E
Requests input from others to work towards a more effective outcome		I	D
Excellent time management skills		I	E

WORKING HOURS AND CONDITIONS

Salary	Competitive. Paid monthly in arrears by direct credit transfer.
Hours of Work	Part time. 3 days per week, 8:00am – 4:30pm, plus occasional events outside these hours as required and agreed.
Holidays	28 days (incl. bank holidays – 16.8 days pro rata)
Pension	All employees are entitled to join the school pension scheme. Auto enrolment applies with immediate effect to those eligible.
Probation	Three-month probation period, extendable if necessary to 12 months
Notice	You are required to give one month's notice of termination of employment.

HOW TO APPLY

You must apply using an RSSKL application form which can be found on our website <http://rsskl.org/vacancies/> Please send applications to the HR Manager either by post to; HR Manager, RSSKL, Langley Hill, Kings Langley, Herts. WD4 9HG or email jessicaha@rsskl.org

Closing date for applications is: **5th October 2018**

Interviews are currently planned for week commencing 8th October 2018

In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form, references will be taken prior to interview and any job offer is subject to a satisfactory enhanced DBS check (including a barred list check).

RSSKL is committed to safeguarding and promoting the welfare of children and young people. All staff and are expected to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the HR Manager' which will only be opened should the candidate be shortlisted.