

JOB DESCRIPTION

Job Title:	FINANCIAL CONTROLLER
Responsible to:	Principal
Salary:	SLT1 (Associate Director)
Contract:	40.42 hours per week Whole year, 30 days annual leave plus bank holidays per annum Occasional evening/weekend attendance, e.g. supporting information evenings, open days and learner induction days.

This job description is current at the date shown, but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Key responsibilities

- Act as The JCB Academy's Chief Financial Officer.
- Provide operational day to day financial leadership to The JCB Academy.
- Prepare monthly management accounts and financial reporting, including the development of financial analyses, statements and forecasts.
- Drive The JCB Academy to maintain all internal and external financial controls, accounting policies and procedures.
- Act as a key finance partner in support of the Senior Leadership Team by developing and driving strategies that support long-term growth.
- Monitor, track and drive performance, seeking corrective action where required to ensure delivery of the business plan.
- Support the Principal, the Director of Operations and the Senior Leadership Team in ensuring robust financial decisions are made in a timely and effective manner.
- Oversee the performance of financial and regulatory compliance and governance.
- Lead the Finance Team.
- Oversee the pre-admissions application process for Y9 and Y12.
- Oversee marketing, communications and events.

Generic leadership requirements

- Ensure the principles expressed in the mission statement of The JCB Academy and those of JCB, the sponsor, are evident in every aspect of the discharge of the duties of the post.

- Model the highest professional standards to staff and learners in all aspects of the role, maintaining a visible presence around The JCB Academy and leading by example.
- Committed to working in a cohesive, supportive and forward-thinking team of senior colleagues which shares an ambitious vision to secure flagship status for The JCB Academy.
- Contribute to the formulation and implementation of The JCB Academy's development plan.
- Take the role of performance manager for personnel within The JCB Academy's performance management structure.
- Work at all times to the standards set out in the Staff Code of Conduct.

Specific responsibilities and duties

FINANCIAL MANAGEMENT/CONTROLS

- Responsible for ensuring the accounts are in accordance with sound financial practices and guidance, including internal academy procedures and The Academy Trust Handbook.
- Responsible for the monthly management accounts, ensuring they are prepared in a timely manner each month and ensuring accuracy to allow the Principal to make strategic decisions and report accurately to Trustees.
- Ensure prompt reconciliations occur each month, including payroll, bank and balance sheet (many of these tasks will be completed by the Finance Team and reviewed by the Financial Controller)
- Regularly meet with the Principal to review the management accounts and discuss other finance matters.
- Responsible for the preparation and monitoring of the 24-month rolling cashflow forecast.
- Ensure adequate financial internal controls are in place.
- Accurately maintain the fixed asset register, ensuring compliance with the capitalisation policy.
- Contribute to and lead on aspects of the budget setting process.
- Lead on finance projects as directed by the Principal and/or Director of Operations, including modelling of costings, analysing costings and implementing new finance procedures.
- Support the preparation of bids for grants and additional income, including financial reporting for those The JCB Academy is successful in obtaining.
- Assist in the preparation of statutory returns.
- Contribute to and lead aspects of the year end audit process, ensuring that the auditors are provided with completed schedules, that are accurate.
- Contribute to and lead some internal audits, liaising with external internal scrutiny partner to ensure that auditors are provided with completed schedules that are accurate.

- Responsible for all exchequer services, including creditors, debtors, processing of invoices and orders and payment runs.

SYSTEMS ACCOUNTING

- Responsible for ensuring functionality within all finance systems is fully utilised to drive efficiency.
- Responsible for ensuring all information, including salary information, is accurately reflected in the budgeting system.
- Act as the system administrator within the finance system, managing user access, security permissions and maintenance of the nominal and cost centre ledgers.

FUND ACCOUNTING

- Responsible for ensuring funds are posted correctly in the accounts system, ensuring the Finance Team are aware of how to fund account correctly.
- Ensure correct accounting within the finance system, in line with accounting conventions and legislation.

DATA

- Ensure that the school census is completed accurately and timely in accordance with DfE deadlines.
- Ensure that data collection returns are completed accurately and timely in accordance with the requirements of the DfE.

COMMUNICATIONS, MARKETING AND EVENTS

- Ensure an annual marketing plan is produced and that research and market analysis is conducted to identify marketing opportunities and target audiences.
- Oversee the pre-admissions application process for Y9 and Y12 ensuring this is managed efficiently.
- Ensure effective communication with learners (past, present and future), parents/carers (present and future), partner organisations and other stakeholders.
- Ensure The JCB Academy's website, social media accounts and other digital communication platforms are updated regularly and promptly.
- Ensure promotional activities (including the annual Open Day), the annual Awards Evening and VIP visits are well planned and run smoothly.

RESOURCES

- Operate relevant equipment/ICT packages.
- Assist with the creation of reports and finance guidance documents.

MANAGEMENT

- Develop people, skills and succession plans and line/performance manage identified staff.

Key accountability measures

- The budgetary plan enables The JCB Academy vision to be achieved and any significant variations to budget are fully understood and communicated to Trustees and the Principal on a timely basis and plans are agreed to mitigate any significant adverse variances.
- Best value is achieved in tender returns from external contractors in the provision of external services to The JCB Academy.
- The annual internal and external audit provides a positive endorsement of The JCB Academy's practices, controls, procedures and financial accounting.
- Policies and procedures with respect to finance are in place and followed by academy staff.
- Full compliance with regulatory requirements and corporate governance regulations as defined by the Department for Education.

Line/performance management of staff

- Finance Officer
- Finance Assistants
- Marketing & Communications Manager

PERSON SPECIFICATION

Job Title: FINANCIAL CONTROLLER

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Formal accounting qualification (CIMA/ACCA/ACA) or equivalent. 	
Experience/ knowledge	<ul style="list-style-type: none"> Significant experience in financial management, including preparation of management accounts and financial reporting, including financial analyses, statements and forecasts. Contributing to the year end audit process. Contributing to the internal audit process. Working co-operatively with a range of internal and external partners. Using a range of financial management systems. 	<ul style="list-style-type: none"> Preparation of bids for grants and additional income. Working in a school/college environment, ideally within an academy trust. Knowledge of the DfE's Academy Trust Handbook.
Skills and abilities	<ul style="list-style-type: none"> Excellent numeracy, literacy and ICT skills. Excellent financial management and financial planning skills. Ability to analyse financial issues, interpret complex information and offer sound, reliable professional advice. Commercial awareness and ability to achieve value for money. Ability to communicate effectively with senior leaders and trustees. Strong leadership and team management skills. 	

	<ul style="list-style-type: none"> • Ability to work under pressure, manage conflicting priorities and meet challenging deadlines. • Ability to plan own and others' workloads and be aware of other colleagues' priorities. • Ability to employ discretion and sensitivity and have an understanding of the importance of confidentiality. 	
Work related requirements of the post	<ul style="list-style-type: none"> • Be committed to The JCB Academy's vision of <i>changing lives by developing the engineers and business leaders of the future</i> and demonstrate a commitment to being part of a successful team. • Have a flexible approach to working hours. • Have an openness to learning and change. 	