

Wembley Multi Academy Trust (“WMAT”)

JOB DESCRIPTION:

Job Title:	Financial Controller
Reporting to:	Chief Financial Officer
Location:	Wembley High Technology College
HOURS:	Full time – 40 hours per week
Duration:	Fixed term 12 months.
Salary:	Dependent on experience and competitive within the sector

Job Summary and Purpose:

- The main purpose of the job is to work as a Financial Controller to ensure the smooth operation of the Trust’s day to day financial activities including the management of the finance team.
- You will maintain a strong financial control disciplines in relation to the sales cycle, the purchase cycle and the payroll processes in line with the Trust’s Financial Policy and Procedures and the Trust’s Accounting policies.
- You will be expected to assist the CFO and the CEO in various departmental and WMAT tasks and projects.

MAIN DUTIES AND RESPONSIBILITIES:

Key responsibilities:

- To ensure the accurate and timely completion of management accounts
- To ensure strong financial controls within all aspects of the financial operations of the WMAT.
- To manage the team in ensure timely completion of all their tasks and assisting them (hands on) if necessary at pinch points to ensure that no backlog exists.
- To prepare the annual statutory accounts for the WMAT together with backing papers and documentation for the audit and to take a lead role in the field audits of the Trust.
- To prepare the annual BFR submission to the DfE, whilst keeping abreast of DfE and legislative changes within the education sector.
- To assist in preparing the annual budgets as well as periodic re-forecasts, as and when required.
- To review and sign off all bank reconciliations, all supplier reconciliations and other balance sheet reconciliations prepared by the management accountant.
- To prepare the periodic VAT returns after a thorough review of the VAT reports.
- To prepare remaining balance sheet reconciliations and resolve any reconciling items in a timely manner.
- To review, consider and authorise transactions raised by the finance team members to ensure accuracy of items processed.
- To receive and process purchase orders, checking budgets, account line and departmental coding, getting approval and entering purchase invoices into Xero system for payment.
- To assist in the creation of and then own the Fixed Asset register with close collaboration with the Operations Director.
- To provide regular reports to the budget holders and to assist them in understanding their numbers.

Other responsibilities assisting the CFO:

- To take collective responsibility for safeguarding and health and safety matters.
- To assist in the preparation of papers for the Finance, Audit and Risk Committee (FAR).
- To assist in various regular and one off analytical reviews for various costs and cost centres.
- To assist with the maintainance and mitigation of items on the WMAT Risk Register.
- To assist in forming and delivering on strategic change within the finance team and the WMAT as a whole.
- To assist in due diligence work during future mergers and acquisitions of other schools and Multi Academy Trusts.
- To maintain a balanced risk treasury management system.
- To assist with feasibility studies and value for money audits across the WMAT.
- To assist with the regular review of all manuals (including but not limited to the Financial Procedures Manual and the Expenses Manual) and communicating changes to the wider organisation.
- Any other work as directed by the CFO, CEO or Trustees.

Skills and attributes of the successful candidate:

- A CCAB qualified accountant (preferably ACA) with at least 3 years of post qualification experience as a senior finance professional.
- You will have at least 3 years of sector experience within the finance department of schools or WMATs.
- Strong staff management skills, able to lead a diverse team within finance.
- Excellent accounting, budgeting, financial modelling and analytical skills.
- Proven experience in implementing financial policies, procedures and systems that bring efficiencies and value for money into the organisation Strong business acumen.
- Excellent written and verbal communication skills and presentation skills.
- Good interpersonal skills.
- Excellent time management and organisational skills required in order to multi-task and meet tight deadlines.
- Strong ethics with strong integrity, honesty and transparency.
- Experience of Xero software and of P2P systems (such as ApprovalMax, ProcureWizard or Proactis) highly desirable.
- Advanced knowledge of MS Office applications (including Word).
- Advanced Excel user and a proficient user of pivots, formulae and other forms of analysis.
- Ideally you will also have experience of using Power BI.
- Willing to work from the office five days a week.