

ST CHAD'S COLLEGE

JOB DESCRIPTION

JOB TITLE: **Financial Controller**
REPORTING TO: **Vice Principal & Bursar**
HOURS: **Part Time (20 hours per week)**

Job Purpose

To be responsible for the Accounting, Financial and Payroll functions and systems as required by the Governing Body.

Key Duties

1. To manage the efficient functioning of the finance department, ensuring the proper maintenance of the accounts, credit control, budgets and funds administered by the College.
2. To assist the Vice Principal & Bursar and support budget holders in producing budgets.
3. To provide advice to the Governing Body and College Officers on matters relating to the accounts.
4. To ensure the provision of management information to the Governing Body and Senior Management and to budget holders on an agreed regular basis.
5. To work with the Vice Principal & Bursar as well as external advisors (including auditors) to oversee production of the annual report and accounts.
6. To oversee the provision of payroll services for all staff employed.
7. To ensure compliance with the current tax and regulatory requirements of the Companies and Charities Acts in so far as they apply to the companies, including the meeting of reporting deadlines.
8. To liaise with pension providers to ensure that financial transactions and administrative matters with them are carried out in a timely and efficient manner.
9. To act as line manager for the Accounts Officer, building capacity and developing them as an integral part of the team.
10. To undertake such other tasks or projects as may reasonably be required from time to time.

Qualifications required: CIMA/ACA/ACCA or CIPFA qualification. Minimum 3 years' experience in a senior finance role. Thorough practical understanding of management accounting principles and techniques.

SALARY: Circa £40k (pro-rata)