



PORT · REGIS

Financial Controller

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

We are seeking to appoint an outstanding, suitably qualified and experienced professional to this key financial role. The primary role of the Financial Controller is to ensure the professional management of all financial matters at the School; and the day-to-day supervision of the work of the Finance team.

The Financial Controller is a pivotal role, with responsibility for the management and reporting of the school finances, reporting and accounts.

The Financial Controller will line manage:

- Fees Secretary
- Payroll Clerk
- Purchase Ledger Controller
- HR & Bursary Assistant/Receptionist

The Financial Controller reports directly to the Bursar.

Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- Generous staff school fee discount.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and sports centre.
- Delicious meals in our Dining Hall during term time.
- To join a delightful team and exceptional working environment.

Hours of Work

We can be flexible regarding the hours of work according to the preference of the successful candidate. The hours will be around 20-30 a week. It can be an all year round role, or a predominantly term time only role

with the majority of hours worked during term time and reduced hours, when required, during school holidays.

Start Date

1 March 2023 (or as soon as possible thereafter).

Job Description

Reports to: Bursar

Line Managers: Finance Team (listed above)

This Job Description outlines the duties for the time being of this post to indicate the level of responsibilities. It is not a comprehensive or exclusive list and duties may be varied from time to time, which does not change the general character of the job or the level of responsibility.

Main duties and key responsibilities:

- Assist the Bursar by taking leadership with regard to all financial matters of the School.
- Prepare all required reports and papers for the termly Finance Committee of the Governing Body and provide regular reports and updates as required to the Bursar and Chair of the Finance Committee.
- Prepare (in consultation with Department Heads and the Senior Leadership Team) the annual budget and longer-term forecasts as necessary.
- Monitor and control performance against budget at both the School and individual Department level.
- Prepare accurate and meaningful monthly and termly financial reports for Departmental Heads, the Senior Leadership Team and the Governing Body.
- Act in a professional manner as a reliable and trusted business partner to the School community on all financial matters.
- Prepare the annual statutory financial statements for the School.
- Support the external auditors in the annual audit of the financial statements.
- Ensure accuracy of the accounting records including performance of key reconciliations, monitoring of control accounts and maintenance of fixed asset, debtors and creditors ledgers as well as the nominal ledger.
- Ensure accurate and timely invoicing of fee and non-fee income and manage recovery of all debts.
- Liaise with the School's bankers and continuously monitor the School's cash position to ensure efficient management of School funds.
- Liaise with the School's insurance, fleet and hire, rates and utilities brokers to ensure costs are controlled and any available savings materialised.
- Ensure the preparation and timely submission of all required tax returns and deal with any tax matters affecting the School.

- Ensure all relevant regulatory submissions (Companies House, Charities Commission, National Statistics, Department for Education) are completed accurately and on time.
- Monitor the School's financial processes to ensure that they are robust, reliable and deliver accurate financial information.
- Ensure robust internal financial procedures and controls are defined and implemented to mitigate the risk of fraud and error within the School.
- Continuously review and liaise closely with the IT team to improve finance processes and systems through the School to ensure an efficient and effective Finance function.
- Lead the Finance team by ensuring clear responsibilities and regularly reviewing appraisals, objectives and priorities, providing opportunities for training and development as necessary.
- Identify areas to increase efficiency and automation of processes.
- Identify, evaluate and implement external services and tools to support data validation and cleansing.
- Produce and track key performance indicators.
- Develop and support reporting processes.
- Monitor and audit data quality.
- Liaise with all staff and governors to fully understand data content.
- Gather, understand and document detailed school/business requirements using appropriate tools and techniques.
- Design and carry out surveys and analyse survey data.
- Manipulate, analyse and interpret complex data sets relating to the School.
- Prepare reports for staff and governor audiences using business analytics reporting tools.
- Create and maintain data dashboards, graphs and visualisations.
- Provide sector and competitor benchmarking.
- Mine and analyse large datasets, draw valid inferences and present them successfully to management.
- Assist the Admissions team with compiling and analysing pupil recruitment and retention data.
- Such other duties as may be reasonably directed by the Bursar.

Promoting Safeguarding and welfare of children and young persons

- Promote and safeguard the welfare of children and young people with whom you come into contact.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of, support and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall vision and values of the School.

Review

- The Bursar will regularly review the work of the Financial Controller in keeping with the professional development policy of the School.

Compliance

- The post holder will be required to ensure that the School's finance activities are carried out in compliance with all applicable current legislation and regulations (e.g. charity law, company law, data protection etc).

General

- The job description is a general outline of the role's duties and responsibilities and may be amended as the School develops and the role grows. The post holder may be required to undertake other duties as reasonably required from time to time.
- The post holder will be required to adhere to the School's policies as contained in the Staff Handbook.

Person specification

Essential

- A commitment to promoting and safeguarding the welfare of children
- Accountancy experience, including the production and management of financial accounts, budgets, cashflows and financial reports
- Knowledge and understanding of the independent school sector
- Excellent ICT and organisational skills
- Strong attention to detail, accuracy and problem-solving skills
- Exceptional verbal and written communication skills
- Proactive, with the proven ability to work independently, and take responsibility for actions
- Strong team player who can develop strong and effective working relationships with the Bursar, Finance Team, Senior Leadership Team, Governors and the wider school community
- Sound knowledge of, and ability to ensure compliance with, data protection and fundraising

regulations and best practice

- Ability to multi-task and to prioritise and manage a varied workload with accuracy and at a fast pace to meet deadlines
- Diplomacy and the ability to act with integrity, professionalism and confidentiality at all times
- Patience and a sense of humour
- Flexible and calm under pressure

Desired

- A professional accountancy qualification or degree
- Proven experience of a similar role in an independent school

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our HR Manager, Mrs Geraldine White at hr@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 17 February 2023**. Early applications are encouraged.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Kevin Binns
Bursar

Note: The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Child Protection & Safeguarding Policy at all times. If, in the course of carrying out the role, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.