

# Financial Controller

## Come and work with us!

**Chetham's** is a magical place, home to the UK's largest specialist music school, the oldest library in the English-speaking world and a world-class concert venue all in the heart of Manchester.

We are looking for a special person who can come and join our team of staff and students. You will need to be strategic, innovative and a team player with strengths in financial controls and communicating with non-finance colleagues. Your background and previous experience might include work within a school or charity environment.

## Our Vision

To enrich lives and provide opportunities for people of all backgrounds to be inspired by heritage, music and learning.

## Our Aims

- To educate and nurture the brightest young musicians irrespective of background or the ability to pay.
- To inspire the musical talent of the future and support live music.
- To improve diversity in the classical music industry.
- To share the magic of music and learning with everyone.

## About Us

Chetham's is the largest specialist music school in the UK, an Independent School and a charity. We are the only one in the North of England and every year, we welcome around 330 gifted students, aged between 8 – 18, from the UK and overseas. We provide financial support to 90% of all students and just under twenty percent do not pay any fees at all. This is possible thanks to funding from the Government's Music & Dance Scheme and the generous support of our donors.

[www.chethamsschoolofmusic.com](http://www.chethamsschoolofmusic.com)

Chetham's Library was founded in 1653 and is the oldest surviving public library in Britain. We've been open to members of the public ever since. Our Library collection is one of national and international importance and spans over 250,000 books, prints, maps, photographs and manuscripts. Highlights include first editions of Isaac Newton's Principia Mathematica and John Milton's Paradise Lost as well as the desk where Karl Marx and Friedrich Engels famously worked on the Communist Manifesto.

[www.library.chethams.com](http://www.library.chethams.com)

The Stoller Hall is a 482-seat auditorium and is the only small scale, acoustic chamber music venue in the North-West of England. This RIBA award-winning space was designed by Stephenson STUDIO and the outstanding acoustics conceived by ARUP. Since opening

in 2017, the venue has become a popular space for recitals, recordings and workshops and delivers an ambitious series of performances and conferencing events.

[www.stollerhall.com](http://www.stollerhall.com)

## **The Role**

The Financial Controller supports the whole organisation in managing the financial processes, controls and functions of the Foundation. The Financial Controller will support and oversee the Finance Officers and Payroll Officer in undertaking their duties in a timely and efficient way. Support the Director of Finance by providing accurate figures for the monthly management accounts and reports to the Joint Principals and Trustees. You will also have oversight of the running of 'Access', online banking and other finance related software systems.

## **Reporting Structure**

You will report to the Director of Finance who is part of the Executive Leadership of Chetham's.

## **Duties and Responsibilities**

- Line Management and oversight of the work of the finance team, which includes:
  - Maintaining financial records and producing and presenting accurate reports and financial summaries as requested.
  - Maintaining and operating the nominal, fees, purchase and sales ledger systems. This includes:
    - Processing and inputting purchase invoices
    - Checking supplier statements and dealing with queries
    - Preparing and issuing BACS payments
    - Managing the proper collection, reconciliation and banking of monies, including debt collection processes for all fee and non-fee income
    - Processing and posting of journals for petty cash payments, stationery and printing recharges etc.
    - Monthly reconciliations of the various control accounts
    - Prepare and submit the Foundation's VAT Returns on a quarterly basis
    - Input extra charges onto student accounts as they are incurred
    - Carry out invoicing with regard to all non-fee income sources
    - Reconciling bank statements
    - Processing the School credit card purchases and making timely payment of the credit card bill
    - Monitoring expenditure budgets on a monthly basis, and reporting to budget holders as appropriate, offering advice to them to ensure that best value is achieved
    - Managing the filing, storage and security of financial and accounting documents
    - Responding promptly to all enquiries from staff, parents, suppliers and others
    - Maintaining records for the external audit and prepare for audit visits

- Ensuring Real Time Information reports are made in accordance with HMRC deadlines
- Ensuring the calculation of all salary deductions are made accurately
- Working with the Payroll Bureau to ensure that the pension schemes are administered in accordance with the relevant schemes' specifications
- Process the Monthly Data Collection for Teachers' Pensions
- Maintenance of Auto Enrolment as per the legislation
- Maintenance of all salary records to meet statutory requirements
- Year end processing including producing P60s and P11d's
- Calculation of employees' entitlement to Occupational Sick Pay, SSP, SMP and SPP
- Ensuring the accurate and timely completion of annual pension returns
- Dealing with routine pay and pension queries from staff
- Act as a Deputy for the Director of Finance as required.

**The Director of Finance leads on all strategic management of finance and the Financial Controller will support them in:**

- Setting budgets for each of the charities
- Monitoring and forecasting performance to ensure that the charities are within budget and to provide explanations for variances from budget.
- Managing cash flow and maintaining cash flow projections for the current and future years.
- Preparing the management accounts for the charities and preparing the annual Statutory Accounts for the individual charities.
- Managing the submission of annual returns to the Charities Commission, HMRC, Companies House, National Statistics returns and ensure ongoing compliance in these areas.
- Managing and overseeing contacts, lease, service level agreement and renewals.
- Reviewing the applications for bursarial/MDS support and advising on scholarship and bursary funds and undertaking assessments of parents' income and assets prior to making bursary awards. Managing debt resolution.
- Ensuring that the charities have adequate insurance at all times.
- Liaising with external agencies on compliance issues including making official reports if required.

**Person Profile**

**Essential**

- Fully or part qualified (ACA, ACCA, CIMA) with a demonstrable track record of success in effective financial management Experience of Charity accounting & Fund Accounting
- A competent self-starter, able to create and take initiative with a willingness to 'roll up your sleeves' and get 'stuck in'
- Willing and able to take responsibility
- Be articulate with high degree of professionalism and an ability to maintain confidentiality
- Have friendly nature, with a sense of humour
- Have personal integrity and the drive to do what is best for the organisation
- Be professional, flexible, reliable and well organised
- Experience in being an influential part of a team and a strong team player

- An ability to manage and stretch budgets
- Have good ICT skills and the ability to use management information systems and other computer applications

**Desirable**

- Experience in using PASS, ACCESS, Sims
- Experience of working in an education or charity environment with trading activity / subsidiaries
- Experience of working in a regulated environment

**CHILD PROTECTION AND SAFEGUARDING CHILDREN**

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham’s Child Protection and Safeguarding Policy, the Staff Code of Conduct and related documents (available at [www.chethams.com](http://www.chethams.com)) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham’s, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham’s is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham’s recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee’s name .....

Employee’s signature .....

Date. ....