



Post:	Finance Controller
Line Manager:	Bursar/CFOO
Hours of Work:	37.5 hours per week, Monday – Friday
Salary:	Depending on Experience
Start Date:	As soon as statutory checks are complete
Location	Dean Close Foundation, Cheltenham, GL51 6QD

The Role

We are seeking a highly skilled and motivated Finance Controller to join our team during this exciting period of growth. The successful candidate will play a crucial role in managing the financial operations of the Foundation, ensuring accuracy, compliance, and strategic financial planning. This position offers an exciting opportunity to contribute to the financial health and sustainability of our esteemed institution.

Duties

- Directly lead three finance teams in Billing (income), Purchasing and Payroll and contribute to budgeting, forecasting, and financial reporting.
- Ensure compliance with financial regulations and standards, including Charities SORP, VAT, and payroll legislation.
- Assist the Management Accountant and CFOO with the preparation of monthly, quarterly, and annual financial statements.
- Conduct financial analysis to support strategic decision-making.
- Collaborate with the CFOO to develop and implement financial policies and procedures.
- Manage payroll, VAT, and gift aid processes
- Monitor purchase ledger and utility consumption.
- Supervise and mentor the finance teams, fostering a culture of continuous improvement.
- Liaise with the Internal Auditor and assist with the annual audit process.
- Monitor cash flow, manage investments, and optimise financial performance.
- Provide financial insights and recommendations to senior management.
- Drive the automation of financial processes and the transition towards a fully digitalised office.

Person Specification

- Bachelor's degree in finance, Accounting, or a related field; professional accounting qualification (e.g., ACA, ACCA, CIMA) preferred.
- Proven experience in a senior financial management role, preferably within the education sector.
- Strong knowledge of financial regulations and compliance requirements.
- Excellent analytical, problem-solving, and decision-making skills.
- Proficiency in financial software and Microsoft Office Suite.
- Exceptional communication and interpersonal skills.
- Ability to work collaboratively and lead a team.
- Experience in project management and system integration/workflow automation is highly desirable.
- Proven experience managing within a VAT group and familiarity with the VAT environment.
- Be loyal, honest, trustworthy and reliable
- Enthusiastic, highly motivated and well-organised
- Confident, proactive with a helpful and flexible approach
- Able to demonstrate initiative and creativity



- Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach
- Ability to communicate effectively with all colleagues
- Strong desire to improve knowledge

Terms and Conditions

- 25 days and the usual 8 days Bank Holidays. Three/Four days holidays must be retained for the period between Christmas and New Year
- Health cash plan
- Community events
- Free three course lunch, during term time
- Free onsite parking
- Use of the gym and swimming pool, at specified times
- Discounted Bacon Theatre tickets
- Company sick pay entitlement
- Company pensions contributions
- Discounted golf fees at Brickhampton Golf Club

All staff are expected to

- Work towards and support the Dean Close Foundation stones/values of love, courage, contribution allowing pupils and staff to flourish.
- Demonstrate and develop the following skills:
 - Critical Thinking
 - Compassion
 - Creativity
 - Collaboration
 - Communication
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

How to Apply

Applicants must complete a Dean Close Foundation application form in order to be considered.

<https://www.deanclosefoundation.org.uk/dean-close-services-ltd/vacancies>

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.