

Financial Controller

Lux Mundi Catholic Academy Trust is a thriving multi-academy trust in Inner London. We currently have five academies and plan to grow and add further academies to our family.

Are you a Finance expert interested in an exciting role?

Would you enjoy running a finance team for a successful Multi-Academy Trust?

Would you like the autonomy to carry out all aspects of finance?

We would love to hear from you!

We are excited to announce an opportunity for a Financial Controller to join our dynamic finance team. We are looking for a reliable and organised individual to support our trust and academies in all aspects of financial management. This role is incredibly varied and diverse, ensuring that no two days are the same. You will be able to grow and gain experience within a highly successful, trusted, and dedicated finance team. We offer a competitive market salary and the chance to develop a career in a thriving trust where your ambition is the only limit to your success. For the right person, this promises to be an exceptional role.

Experience, knowledge and understanding

- Assist the Chief Financial Officer in managing the finance team, ensuring their skills and experience align with objectives and value for money.
- Lead the preparation and reporting of monthly management accounts for each academy and the trust, effectively escalating any identified areas of concern.
- Collaborate with the Chief Financial Officer and academy budget holders to develop annual budgets, ensuring their reporting and approval following the Academies Trust Handbook.

The successful candidate will

- Have a genuine love of finance.
- Be computer literate and advanced Excel user.
- Have experience working in a fast-paced environment.
- Ideally, have experience working in education.
- Have excellent organisational skills and the ability to prioritise workloads.
- Understand the role of a Financial Controller and work to tight deadlines.
- Use a common-sense approach to problem-solving.
- Be keen to join a fast-growing trust with a family-friendly ethos.
- Have a great attitude and positive outlook.
- Have a good general standard of education.
- Be able to communicate at all levels.

Job Specifics



Start Date: ASAP

Trust Location: Cardinal Pole Catholic School, Hackney.

Salary: NJC PO2 – PO3 (£43,824 - £48,063) FTE

Job Role: 35 hours a week, 5 days per week, 52 weeks per year. A term time appointment would also be considered as well as some hybrid working.

Recruitment Timeline

20 th August 2024	Advertise
4 th September 2024	The closing date for application is 12 pm
4 th September 2024	Shortlisting and contact with candidates - references will be requested.
9 th September 2024	Interviews*

*The Trust reserves the right to interview and appoint a suitable candidate before the deadline.

Safeguarding

Lux Mundi is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has issued statutory guidance on safeguarding, 'Keeping Children Safe in Education,' for schools and colleges. Paragraph 4 defines safeguarding as "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

Welcome to Lux Mundi Catholic Academy Trust

Thank you for reading our information pack and for allowing us to tell you more about Lux Mundi.

I began working for Lux Mundi before its official establishment. Since then, the Trust has grown from strength to strength, employing 500 fantastic staff members who serve over 3,000 children within our communities. It is my privilege to be the CEO of our school's family and work with each Headteacher to ensure the best possible education in their academy.

Lux Mundi Catholic Academy Trust is a guiding light dedicated to providing Catholic education for all in our diverse faith community. We forge a dynamic alliance of academies and schools dedicated to delivering outstanding education for every child inside and outside the classroom. Our academies provide unwavering support, vigilant monitoring, and encouragement, ensuring students face challenges, reap rewards, and create lasting memories. Students thrive in our academies, actively contributing to the local community. They emerge as role models and young leaders, embodying our collective ethos with maturity and distinction.

With kind regards

Jane Heffernan, CEO

How to apply

We recruit for mindset and cultivate skills.

We seek exceptional individuals who possess the right attitude. If you are passionate about education and dedicated to helping children succeed, **we want to hear from you!** Finding the right person is crucial to achieving our goals. We are eager to connect with candidates who are enthusiastic about serving our schools and communities.

When working for Lux Mundi, you can expect:

- A culture that encourages and supports staff to be creative and innovative, making a difference in the lives of our communities.
- A team excited by their role and the prospect of working with young people.
- To be part of a supportive professional community with opportunities for career development.
- Access to an incredible package of employee benefits including a Local Authority pension and an Employee Benefits programme.
- Subscribe to the ethos of the Trust and 'go the extra mile' in terms of time and commitment.

Please complete the application form in full and recruitment monitoring form found on the following link www.cardinalpole.co.uk; CVs will not be considered. When writing your supporting statement, please make sure you address the criteria outlined in the Job Description and Person Specification below.

If you have any questions about the role or would like to visit us, please get in touch with us on 020 8985 5150 or mylenejoalongartt@cardinalpole.co.uk.

With best wishes,

Mylene Joa-Longartt, CFO (*Designate*)

About Lux Mundi CAT

Our Trust is vibrant and friendly. It is a learning environment where all students can be high achievers, make good friends, contribute to their community and participate in various extra-curricular activities.

Our Academies:

- Cardinal Pole Catholic School. Secondary School and Sixth Form (Hackney).
- St Monica's Roman Catholic Primary School. Primary (Hackney)
- St Elizabeth Catholic Primary School. Primary (Tower Hamlets).
- St Anne's and Guardian Angels Catholic School. Primary (Tower Hamlets).
- Bishop Challoner Catholic School. Secondary School and Sixth Form (Tower Hamlets).

CPD and Training – We invest in you!

At Lux Mundi Trust, we believe in nurturing and developing our staff to their fullest potential. We invest in our candidates through comprehensive professional development programs, continuous training opportunities, and personalised mentorship. Our commitment to your growth ensures you have the skills and support to excel in your role and advance your career. By fostering a continuous learning and collaboration culture, we empower our staff to achieve excellence and make a meaningful impact within our schools and communities.

Job Description

Post	Financial Controller
Responsible to	Chief Financial Officer
Direct supervisory responsibility for	Trust finance team
Scale	PO2 – PO3
Salary (FTE)	£43,824 - £48,063
Hours	Full-time, part-time or term time only can be considered.

Job Purpose

The Financial Controller is the backbone of the financial operations, maintaining financial stability, supporting strategic growth, and ensuring compliance. The post-holder supports the Chief Financial Officer in upholding financial integrity across the trust. The key aspects of the role are:

Financial integrity: Ensure the accuracy and integrity of financial records, ensuring that all financial statements comply with accounting standards and regulations.

Risk management: Identify and manage financial risks, protecting the trust against potential financial threats.

Compliance: Ensuring compliance with financial regulations and standards, such as UK GAAP.

Operational efficiency: Oversees the finance team and implements robust financial systems to ensure financial operations run smoothly and efficiently.

Reporting: Responsible for preparing and presenting financial reports to senior management, providing insights into the financial health of the trust.

Main duties and responsibilities

Management

- Assist the Chief Financial Officer in managing the finance team, ensuring their skills and experience align with objectives and value for money.
- Collaborate with the Chief Financial Officer and academy budget holders to develop annual budgets, ensuring their reporting and approval following the Academies Trust Handbook.
- Contribute to the development of Lux Mundi's business plan, including the long-term strategy for the future development of the trust.
- Manage relationships with external agencies, e.g., HMRC, ESFA, DfE, and Local authorities.
- Provide support in preparing funding applications for capital grants.
- Serve as the primary point of contact for senior leaders within the trust on financial matters.

Finance procedures and compliance

- Overall responsibility for the robustness of the financial systems of reporting and ensuring that income is accurately recorded and reconciled to funding allocations, invoicing is appropriately managed, recorded bad debt is minimised and working capital is effectively managed.
- Cultivate a culture of continuous improvement in systems, processes, and financial procedures. Enhance the timeliness, accuracy, and relevance of the financial management information produced by the

finance team. This will likely involve developing suitable reporting systems and selecting and implementing appropriate technology.

- Ensure compliance with the scheme of delegation, maintaining appropriate security and authorisation levels for processing purchase orders, payments, and petty cash transactions.
- Accountable for the accuracy of financial transactions and upholding best financial practices across the trust.
- Ensure adherence to the finance cycle to prepare and report the monthly management accounts for each academy and the trust, promptly escalating any identified areas of concern.
- Responsible for the smooth running of BACS payment for all academies.
- Oversee the Trust's bank reconciliation process, safeguarding timely completion and approval of all reconciliations.
- To be responsible for dealing with the Trust's VAT reports, claims, and liabilities.
- Undertake detailed financial analysis, including Integrated Curriculum Financial Planning (ICFP), and advise the Chief Financial Officer when required.

Internal and external audit

- Key contact for internal and external audit. Overseeing the implementation of recommendations.
- Complete year-end tasks to comply with the Academies Trust Handbook requirements. Ensure financial statements are finalised, information is submitted to external auditors within the agreed timeline, and all statutory returns are audited on schedule.
- Ensure financial controls are in place and meet the needs of the trust.
- Management of the annual audit and statutory reports, including annual returns.
- Ensure financial regulations and procedures are fit for purpose and reviewed at least annually.

Other duties and responsibilities

- Lead, motivate, support, and manage the performance of all supervised staff. Ensuring that the team is appropriately trained, developed, and appraised.
- Participate in the own performance and development review process, taking personal responsibility for identifying personal learning, development, and training opportunities in discussion with the Chief Financial Officer.
- Ensure that high standards of professional behaviour and performance are achieved.
- Contribute actively to the development of quality improvement programmes across the trust.
- The safety and well-being of our children are central to our ethos, and we expect all staff and volunteers to share this commitment. Ensure the Trust and Academies' Safeguarding Policies and child protection practices are always adhered to and enforced.

The above lists are not exhaustive; they are more of a guide to expected duties. Therefore, the Chief Financial Officer may direct the post holder to undertake any other duties commensurate with this role.

Person specification

Attributes	Essential	Desirable	Evidence
Experience	<ul style="list-style-type: none"> • At least five years of relevant work experience managing projects and/or finances. • Experience in line managing others. • Experience in financial or accounting work. • Experience with financial and other IT packages. 	Five years of relevant experience within a multi-academy trust environment.	Application Interview References
Education and training	<ul style="list-style-type: none"> • Attainment of a degree or a full professional qualification (or equivalent). • Able to demonstrate equivalent knowledge and skill through extensive relevant work experience. 	AAT qualification or equivalent.	Certificates Application Interview
Knowledge and skills	<ul style="list-style-type: none"> • Good numeracy and literacy skills. • Excellent ICT skills. • Management and supervisory skills. • Report writing and presentation skills. • Organisational skills. • High-level interpersonal skills. 	Knowledge of multi-site academy administrative and accounting systems.	Certificates Application Interview References
Additional	<ul style="list-style-type: none"> • Self-motivated and enthusiastic. • Able to work under pressure. • Use your initiative. • Professional and friendly approach. • Comfortable with children and young people. • Demonstrate a commitment to: <ol style="list-style-type: none"> a) Trust Values. b) Promoting Trust's vision and ethos. c) Ongoing professional self-development d) Safeguarding and child protection. 		Application Interview References

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.