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| **Job Title** | **Financial Controller** |
| **Reports to** | **Finance Director** |

**Job Purpose**

Eton College is a charity, with some subsidiary entities. The college has various streams of income and expenditure, and processes large volumes of transactions.

The role of Financial Controller is to take responsibility for the financial accounting and control environment of the Finance Department by working closely with the Finance Director, the Budget and Management Accountant and the Fees and Bursaries Accountant to identify and, where necessary, implement robust processes and timetables to ensure that timely and accurate accounts, statutory reporting and tax returns are prepared and delivered.

**Key Tasks and Responsibilities**

VAT Compliance

* Preparation and submission of complex group VAT returns and partial exemption calculations. Reconciling all figures in the VAT returns to the various reports and ensuring compliance with VAT legislation and that correct recovery rates are applied.
* Annual Capital Goods Scheme – ensuring sufficient information is collated to enable recovery on applicable items through the Capital Goods Scheme on an annual basis.
* Dealing with ad hoc queries from stakeholders on VAT.
* Providing VAT training to staff as necessary.

Balance Sheet Controls

* Development, maintenance and monitoring of finance and accounting procedures and controls across the Finance Department to ensure continued best practice.
* Ensuring trial balances are run each month and balance sheet reconciliations are undertaken for all entities.

Corporate Subsidiaries

* Managing the day to day finance operations for all corporate subsidiaries.
* Provision of monthly management accounts for hospitality/ sporting and lettings businesses
* Preparing annual statutory accounts, Board Packs and co-ordinating Board Meetings for subsidiary entities.
* Managing audits of each subsidiary entity and preparing information for the corporation tax computations.
* Provision of financial information and support to the Commercial Director as required.

Consolidated Statutory Accounts & Annual Return

* Assisting the Finance Director in the preparation of Eton College’s consolidated statutory accounts and annual return submission.
* Play a key role in the year end audit process including co-ordination of resources, preparation of audit schedules and responding to audit queries promptly.

Restricted Funds and Trusts

* Preparing the College’s Restricted Funds and Trusts Account schedules for inclusion in the statutory accounts.
* Annual reporting and commentary of status of Funds to the Audit and Risk Committee.
* Day to day management of all Trust Funds including opening of any new funds and ensuring sufficient approval is obtained and relevant documentation is stored.
* Acting as main point of contact in the Finance Department for the Development (Fund-Raising) Office and any relevant committees.
* Annual reporting to donors in collaboration with the Development Office.
* Management of investment accounting for both securities and property portfolios.

Gift Aid Submissions

* Reconciliation, review, sign off and submission of Gift Aid claims.
* Reviewing and signing off reconciliation of donations received from the accounting software to the CRM system.
* Preparing any donation income reporting necessary.

Prepaid fee scheme

* Managing prepaid fee balances, preparing statements to parents as required.
* Dealing with parent queries in relation to the scheme.
* Signing off prepaid fee quotes.
* Ensuring sufficient paperwork prepared and input into the accounting system.
* Preparing termly reconciliations of the prepaid fee balances.

Other

* Managing adhoc projects to improve the processes and procedures of the Finance Department.

Direct Reports

* Line management of the Financial Accounts Team which consists of the Assistant Financial Accountant, who in turn line manages the Financial Accounts Assistant.
* Training and supporting Financial Accounting team.
* Provide regular feedback and co-ordinate the workload the Financial Accounting team to ensure development of the team members.
* Supporting other members of the Finance Department where necessary.

All employees of Eton College are also expected to:

* Have a good understanding of safeguarding procedures, given all positions at Eton are classed as ‘regulated activity’;
* Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality;
* Display a commitment to and promotion of equality, diversity, and inclusion.

**Working Pattern**

* Your working hours will be 9.00 to 5.00 pm, Monday to Friday with an unpaid hour for lunch.
* You will be working 52 weeks per year.

**Skills and Competencies Required**

To be successful in this role, the candidate should:

* Be a fully qualified Accountant with post-qualified experience;
* Have extensive working knowledge of VAT, including partial exemption scheme
* Have demonstrable experience of operating robust control environments;
* Have experience of being accountable for month end and year end processes including statutory accounts and audit delivery;
* Have excellent analytical skills with the ability to question and interrogate financial information;
* Have strong IT skills (Advanced Excel and intermediate Word);
* Have the ability to prioritise and manage time effectively.

Skills desirable but not essential are:

* Working knowledge of charity accounting
* Working knowledge of Gift Aid

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**