



**Ambitious  
about Autism**

# Financial Controller

Job description, 2024

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# Job description

<b>Job title</b>	Financial Controller	<b>Team</b>	Finance
<b>Job band</b>	£46,857 – £55,934 (depending on skills and experience)	<b>Reporting to</b>	Head of Finance
<b>Hours</b>	35 hours per week, 9am-5pm. Hybrid working.	<b>Line manages</b>	3 people: Senior Financial Accountant, Financial Accountant and Credit Controller

**Approved by:** Director of Finance and Planning

**Updated:** May 2024

## Role purpose

The Financial Controller has lead responsibility for the accuracy, integrity and completeness of Ambitious about Autism’s (AAA) and Ambitious about Autism Schools Trust’s (AaAST) financial data, ensuring that financial data is accounted for in line with the latest Charity SORP requirements and the Academies Financial Handbook, for AaAST. As lead of the Financial Accounting team, this role also has lead responsibility for meeting all finance-related statutory and legal obligations, including preparation of the statutory accounts, managing our tax affairs including VAT, timely and accurate payment of payroll and related payments, and maintaining a robust control environment that will hold up to external scrutiny. This role is also responsible for the development of our finance system, PS Financials, ensuring that it is operating and being used effectively.

## Key accountabilities and dimensions

- Leading and producing the annual statutory accounts for AAA and AaAST, including managing the audit process and being the lead contact with the auditors and resolving any issues they raise.
- Ownership and development of the finance policies, and designing and maintaining processes that ensure that policies are being met and therefore that a robust control environment is in place.
- Responsibility of the day to day financial operations, by managing the Financial Accounting team to ensure processes are being carried out fully and effectively to ensure strong financial control and accurate ledgers.
- Review of month-end and year-end balance sheet reconciliations prepared by members of the Financial Accounting team
- Oversight of regular cash flow forecasting across the group
- Maintenance of the AaA fixed asset register (including the monthly depreciation journal)
- Oversight of our tax affairs, including reviewing VAT returns, P11Ds and providing accurate technical advice to colleagues.
- Working with the Payroll Supervisor to check the accuracy of all organisational payrolls and ensure timely payments. Oversight of all payroll journals prepared by

members of the Financial Accounting team.

- Ownership and development of the Finance System, PS Financials, ensuring that the system is being effectively used and developed to maximise efficiencies.
- Responsibility of the data security of the financial data across the organisation.
- Responsible for maintaining appropriate cash flow levels by overseeing the timely raising of invoices, debt collection (presenting information to, and influencing Local Authorities as necessary), and carefully managing the timing of supplier payments.
- Supporting the programme of internal audit, working with the outsourced providers where necessary to ensure information is shared appropriately.
- Commissioning, building and managing key relationships with external providers, notably the bank, investment managers, internal and external auditors and HMRC.
- Effective management of the Senior Financial Accountant, Financial Accountant and Credit Controller so that the team is high performing and meeting all objectives.
- Provide cover for other members of the Financial Accounting function at times of planned or unplanned absence

### Additional duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

# Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Qualified Accountant through a recognized accounting body	X
2. Knowledge of charity or education sector financial management, including management of charity reserves	X
3. Understanding and experience of statutory accounts - how they're compiled and what they need to contain - and the audit process.	X
4. Knowledge and experience of financial controls and how to create and maintain a robust control environment	X
5. Up to date knowledge of the Charity Statement of Recommended practice and taxation rules for charities.	X
6. Up to date knowledge of the Department for Education's Academies Trust Handbook	X
7. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
8. Proven experience of effectively leading a team	
9. Knowledge of financial systems and how they work	
<b>Personal attributes</b>	
10. Numerate and financially literate with a strong eye for detail	X
11. Ability to plan, manage and deliver work to agreed deadlines	X
12. Creativity to design and improve current ways of working to maximise efficiency	X
13. Excellent communication and presentation skills	X
14. Interpersonal skills and the ability to build effective partnerships with individuals and organisations	X
15. Resilient and able to work on own initiative and as part of a team	X
16. Computer literate with good working knowledge of Word and Excel	X
17. An understanding and commitment to safeguarding children and equal opportunities and diversity	X
18. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

# How to apply

Stage	Timescale
Closing date for applications	<b>Sunday 2<sup>nd</sup> June 2024</b>
Candidates informed of outcome of application	<b>Friday 7<sup>th</sup> June 2024</b>
Interviews (these will be conducted online via Teams)	<b>Friday 14<sup>th</sup> June 2024</b>

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, [jaxford@ambitiousaboutautism.org.uk](mailto:jaxford@ambitiousaboutautism.org.uk).

## Equal opportunities monitoring

*Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.*

*Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.*

# We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

## Contact us

The Pears National Centre for Autism Education  
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ [info@ambitiousaboutautism.org.uk](mailto:info@ambitiousaboutautism.org.uk)

🌐 [ambitiousaboutautism.org.uk](http://ambitiousaboutautism.org.uk)

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Ambitious about Autism is a registered charity in England and Wales: 1063184 and a registered company: 03375255.

Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.