



**POST** **Interim Financial Controller**

**RESPONSIBLE TO** The Acting Bursar

**RESPONSIBLE FOR** The Finance team:  
Accounts Assistant  
Fee Administrator  
Purchase Ledger Administrator  
Cashier

**STATUS** Full time, office based, Fixed term for an initial period to December 2022

**OBJECTIVE** This is a key position within the School responsible for the daily management of the finance function. School finances should be managed and planned in such a way as to enable the Bursar and Board to make strategic decisions with regard to the future of the School. Financial reports to be prepared and presented to the Bursar and Board. To ensure proper financial and budgetary controls are in place and are monitored and reviewed. The Financial Controller will also be responsible for managing and leading the Finance team outlined above.

## **JOB DESCRIPTION**

### **Financial Operations**

1. Manage the daily operation of the Finance office and staff.
2. Employ appropriate procedures to ensure proper recording and accounting of the funds and resources of the School.
3. Employ appropriate procedures and records to ensure the security and control of the fixed assets of the School.
4. Establish and maintain systems for recording assets of the School and undertake an annual review to ensure accuracy.
5. Liaise with the Acting Bursar with regard to reviewing the investment portfolio held by the School and associated bodies. Maintain appropriate records to ensure all dividend/interest payments are received.
6. Maintain appropriate systems in respect of material stocks held in the School including catering and vending supplies, janitorial and cleaning supplies, and stationery and marketing goods.
7. Manage credit control and in discussion with the Acting Bursar pursue appropriate action for recovery of debts.
8. Advise the Acting Bursar where payment difficulties arise and, as may be required by the Acting Bursar, meet with parents to resolve.
9. Ensure all payments made by the School have been subject to the correct authorisation procedure.
10. Manage production of fee notes timeously and maintain appropriate reconciliations with School records to ensure accuracy of billing.

11. Ensure appropriate procedures in place for catering charges, extra-curricular billing, charges for lets, catering services to third parties and other chargeable services provided by the School.
12. Manage procedures relating to the purchase of goods and services and ensure such expenditure is properly authorised.
13. Liaise with the Development Office with regard to Foundation income and Gift Aid and any other tax claims.
14. Ensure appropriate procedures and controls are employed for charging and accounting for third party Let's at the Mayfield Sports Centre and Sports Grounds
15. Ensure appropriate procedures and controls are employed for cash receipts throughout all locations at the school including the Bursary, School Office, Refectory, trip organisers, vending machines, charity and fundraising events, school events and the Mayfield Sports Centre.

### **Financial Reporting**

16. Prepare the annual accounts and notes supported by a comprehensive audit file with all relevant working papers for the School, Foundation, Scholarship Trust, Euclid Trading Ltd and any other School organisation.
17. Liaise with auditors on annual accounts and keep apprised of relevant accounting standards and disclosures.
18. Prepare management Accounts to include Income and Expenditure Account, Balance Sheet, Cash Flow, Cost variance analysis and variance report.
19. Prepare quarterly statements for the Foundation and Scholarship Fund or as otherwise required.
20. Assist with the preparation of the School Annual Report for parents and external bodies.
21. Assist with special financial reports that may be required from time to time by the Acting Bursar or the Board.
22. Attend Finance Committee meetings of the Board and present Financial reports.

### **Financial Budget**

23. Prepare the Annual Budget in consultation with the Acting Bursar.
24. Maintain a file of working papers on calculation of Budget figures.
25. Review budgetary control systems and present any recommendations to the Acting Bursar.
26. Maintain the reporting mechanism and keep budget holders apprised of their performance.
27. Alert the Acting Bursar to any significant deviation from budgets.

### **Financial Management**

28. Be fully conversant with the financial structure of the School and its operations.
29. Monitor cash resources of the School and other funds and manage to the greatest benefit of the School.
30. Follow authorisation procedures for payments to third parties and ensure receipts are banked on a frequent basis.
31. Ensure gifted and endowed funds are only used in the manner stipulated by the donor.
32. Liaise with the Acting Bursar on best means of funding projects and capital expenditure.
33. In consultation with the Acting Bursar, prepare annual financial projections and cash flow as required.

### **Team Management**

34. Line manage members of the Finance team.
35. Ensure staff CPD is kept up-to-date.
36. Support the Acting Bursar to complete annual appraisals for members of the finance team.

The above is not an exhaustive list but highlights the primary areas of responsibility in managing the financial affairs of the School on a daily basis.

## **PERSON SPECIFICATION**

### **Essential skills**

- Qualified Accountant (CA, ACCA, FCA, ACMA) – Part/non-qualified Accountants may be considered where they can demonstrate through their work experience and training an ability to undertake the responsibilities and duties of the post.
- Excellent interpersonal and communication skills
- People management experience
- Ability to work with and advise staff at all levels
- Sound presentation skills

### **Desirable skills and experience**

- Experience of working in an education environment is helpful but not essential
- Experience of leading and managing a finance team and the ability to coach and motivate.
- Personal organisational skills

### **Personal qualities required**

- An approachable personality
- Tact and diplomacy
- Discretion and confidentiality
- Innovative and analytical
- Self-motivated
- Self-awareness in terms of personal strengths and challenges
- Recognition of the importance of accuracy and satisfactory outcomes
- Initiative – the ability to recognise and develop elements of the finance function within the wider business context.

### **Additional information**

Salary will be according to the High School of Dundee salary scale and dependant on experience.

Candidates wishing to have an informal discussion about the role before they apply are encouraged to contact the Acting Bursar, Mrs Sonya Locherty, [slocherty@highschoolofdundee.org.uk](mailto:slocherty@highschoolofdundee.org.uk).

Applicants are asked to send a covering letter FAO Mrs Lise Hudson (Rector) outlining the reasons for applying for this post. In addition, a full CV and completed HSD Application form should accompany the covering letter. All documents should be emailed to [hr@highschoolofdundee.org.uk](mailto:hr@highschoolofdundee.org.uk) by **mid-day Monday 4 July 2022**. Due to the interim nature of this role, candidate applications will be screened upon receipt, interviews may be held before the closing date and therefore this vacancy may be closed without prejudice or advance notice.