

Financial Controller



APPLICATION PACK

THE ROLE	Financial Controller
START DATE	June/July 2024
REPORTING TO	Director of Finance & Resources
PACKAGE	Competitive salary, free lunch during term time, generous holidays



Dear Applicant

Thank you for your interest in the role of Financial Controller at Arnold House.

The School was founded in 1905 in St John's Wood. It is an independent preparatory school for boys from 3 to 13, and a member of IAPS (the Independent Association of Preparatory Schools). In 2021 we opened an Early Years department a short walk away at Marlborough Place. We now have 370 boys on roll across 10 year groups. Each year group is split into two forms.

A thriving school, Arnold House aims to provide an education of breadth and excellence and to serve the boys' best

interests across the ability range. We aim to do so in a supportive, purposeful and stimulating environment, to provide a foundation for the boys' development within a generous Christian ethos, to help them mature into well-rounded individuals by developing their enjoyment of music, the arts and sport, and to promote good citizenship through the virtues of courtesy and industry. The cultural identity of the school is diverse and enriched with an array of backgrounds being represented throughout.

The School values a supportive family ethos and operates in a relaxed, though structured manner, ensuring that all

boys are cherished and achievements recognised and rewarded. Academically sights are set high with the object being for each boy to develop his talents.

As a registered charitable trust, Arnold House is overseen and supported by an experienced Governing Body.

Arnold House underwent an Educational Quality Inspection in November 2022, in which it was reported that both the quality of pupils' academic and other achievements and the quality of pupils' personal development is excellent.

The report can be downloaded from: www.arnoldhouse.co.uk/isi-inspection-reports

SUMMARY OF THE ROLE

We are looking for a committed and experienced Financial Controller to join our vibrant school community at Arnold House.

You will work principally at the Loudoun Road site, and report to the Director of Finance & Resources within the Finance & Resources team.

We are seeking a candidate with an accountancy qualification who has excellent attention to detail, an analytical mind with management accounting experience and a desire to work in an education setting.

The successful candidate is required to work throughout the calendar and academic year to support the school's delivery of education.

The school has significant responsibilities to the Charity Commission and a yearly statutory audit. The Financial Controller will support the Director of Finance & Resources in fulfilling these responsibilities.

Staff at Arnold House are paid according to the School's own competitive salary scale, both in recognition of

the higher cost of living in London and of the fact that staff 'go the extra mile' in a school such as ours. Staff are appraised regularly and are encouraged to reflect on and develop their practice.

The normal working hours are 8am-5pm on Mondays-Fridays. You are entitled

to 30 days' holiday in addition to public holidays, to be taken by arrangement with the school.

Arnold House is committed to promoting and protecting the mental and physical wellbeing of all our staff.



JOB DESCRIPTION

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require. Normal working hours are 8am-5pm Monday to Friday

Main duties

- Responsible to the Director of Finance & Resources for the whole of the School's day-to-day accounting function to ensure effective procedures and robust controls are in place for all aspects of the function.
- Prepare monthly management accounts.
- Check Income & Expenditure (I&E) variances and explain.
- Monitor and report cost centre income and expenditure.
- Ensure that all financial transactions are properly recorded, filed and reported.
- Prepare fee invoices, monitor fee collection and chase debt.
- Administer school finance transactions (purchases and receipts).
- Process supplier payments and input invoices into the accounting package.
- Support the Director of Finance & Resources' financial and audit responsibility in keeping with charity SORP.
- Liaise with the auditors and implement audit findings.
- Report to the Director of Finance & Resources with timely and accurate financial information.
- Assist the Director of Finance & Resources in presenting reports for the Finance Committee and Full Governor's Meeting.
- Act as a first port of call for queries from members of staff
- Carry out various other tasks as instructed by the Director of Finance and Resources



PERSON SPECIFICATION

SKILLS, QUALIFICATIONS AND EXPERIENCE	ESSENTIAL	DESIRABLE
Qualified accountant (ACA, ACCA, or CIMA)	✓	
Excellent IT skills in MS Office Suite, such as Outlook, Word and Excel	✓	
Demonstrate strong organisational skills and the ability to work independently, with a highly proactive, flexible and positive approach to all duties and responsibilities.	✓	
Experience of preparing budgeting and management accounts	✓	
Some experience of annual audits and of preparing annual accounts	✓	
Evidence of being a good team player, capable of working positively under pressure with a flexible outlook that supports the rest of the team	✓	
A proven ability to work with accuracy and attention to detail to produce high quality work	✓	
Solid written and verbal communication skills	✓	
Honest, reliable and works with integrity and discretion	✓	
Understanding of data privacy standards	✓	
Experience of working in an independent school		✓
Commercial and contract experience		✓
Ability to use WCBS PASS accounting and ISAMS database		✓

HOW TO APPLY

DEADLINE FOR APPLICATIONS: Tuesday 7th May 9am

START DATE: June/July 2024

Please read our Recruitment, Selection and Disclosure Policy & Procedure, download and complete an application form, and send a covering letter to recruitment@arnoldhouse.co.uk explaining why you feel you are suitable for the role.

In the case of any queries, please contact: Frances Peel Yates, HR Manager on 020 7266 6998.

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The role will include regulated activity and is exempt from the Rehabilitation of Offenders Act 1974.

Arnold House School will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2023.

