Financial Controller

Work Location: Scarisbrick Hall School
Salary: £13.53 p/h, £28,142 per annum
Contract Types: Permanent
Position Type: Full Time 40 hours per week all year round
Reporting to: Head of Operations

Join an ambitious and growing education

Scarisbrick Hall is seeking an experienced and proactive Financial Controller to lead and develop the finance function across its diverse operations.

Reporting directly to the Head of Operations, this is a senior role with responsibility for financial management, reporting, fee collection, debt recovery and financial performance across all activities.

This is an exciting opportunity for a qualified finance professional who thrives on improving systems, driving business performance and delivering robust financial control in a fast-paced environment.

The successful candidate will play a pivotal role in safeguarding the 's financial sustainability whilst supporting continued commercial growth.

About the Role

The Financial Controller will oversee several aspects of financial management for the Scarisbrick Hall , including:

- Scarisbrick Hall School
- Nursery Operations
- Theatre Services
- Commercial Lettings and Events
- Catering Operations
- Transport Services
- Estates and Facilities Operations
- Other Trading Activities

A key focus of the role will be the effective management and recovery of school fees, ensuring robust debtor controls, strong cash collection procedures and proactive engagement with parents regarding outstanding accounts.

Key Responsibilities

Financial Leadership

- Produce timely and accurate monthly management reports.
- Provide strategic financial advice to the Operational Leadership Team and Directors.
- Monitor financial performance and identify opportunities for improvement.
- Produce meaningful management information to support decision-making.
- Maintain strong financial controls and governance throughout.

School Fee Management & Debt Recovery

The successful candidate will take ownership of one of the 's most critical financial functions.

Responsibilities include:

- Managing the schools' fees ledgers.
- Overseeing billing and fee collection processes.
- Producing weekly aged debt reports.
- Implementing effective credit control procedures.
- Monitoring debtor performance and collection rates.
- Managing Direct Debit collections.
- Communicating professionally with parents regarding outstanding fees.
- Negotiating payment plans where appropriate.
- Escalating unpaid accounts in accordance with policies.
- Reducing aged debt and improving cash collection performance.

Commercial Finance

The School continues to expand its commercial operations and requires strong financial oversight of all revenue-generating activities.

Responsibilities include:

- Financial management of commercial operations.
- Managing the commercial ledgers.
- Overseeing external services billing and fee collection processes.
- Supporting the growth of commercial income streams.
- Escalating unpaid accounts in accordance with policies.
- Reducing aged debt and improving cash collection performance.

Compliance & Audit

- Develop and lead financial audit processes.
- Ensure compliance with regulatory and statutory requirements.
- Develop and maintain financial policies and procedures.
- Ensure robust internal financial controls are embedded.

Systems & Process Improvement

- Drive continuous improvement across finance operations.
- Improve efficiency through automation and technology.
- Develop financial reporting tools and dashboards.
- Streamline fee collection processes.
- Improve management information available to budget holders.

What We're Looking For

Essential

- ACA, ACCA or CIMA qualified.
- Proven experience in a senior finance leadership role.
- Strong management accounting and financial reporting experience.
- Experience managing cash flow and financial forecasting.
- Demonstrable experience of debt management and credit control.
- Excellent analytical and problem-solving skills.
- Advanced Microsoft Excel skills.
- Strong communication and stakeholder management skills.

Desirable

- Experience within education, independent schools or charitable organisations.
- Experience managing school fee collections.
- Experience of commercial operations or events-based businesses.
- Knowledge of financial reporting systems.
- Experience of systems implementation and process improvement.

Why join Scarisbrick Hall School?

This is a unique opportunity to join a dynamic and ambitious organisation where education, commercial enterprise and community engagement combine to create an exciting and varied operational environment.

You will have the opportunity to:

- Influence strategic decision-making.
- Shape the future direction of the finance function.
- Lead significant debt reduction and cash improvement projects.
- Develop commercial reporting across multiple business areas.
- Work as part of a supportive and forward-thinking operational team.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding training will be given.

Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service. The school will conduct this check for you.

How to Apply

Please send your CV and a brief covering email to:
recruitment@scarisbrickhallschool.co.uk