

Job Description

Cavendish Education – Group Financial Controller

Organisational information

- Reporting to: Cavendish Education Finance Director
- Functional links to:
 - Bursars/Finance team at school
 - Group MD
- Location: Hybrid working across Waterloo Place London, Schools and working from home

Summary of the role

Working across the group, including at Waterloo Place London, the current and prospective Cavendish schools, and remotely, the role holder will work alongside the Finance Director. This individual will help to drive the finance function forwards ensuring that systems and processes are fit for purpose, supporting the finance teams in the schools, and that we serve our stakeholders inside and outside the business in a timely and professional manner.

4 key elements to the role:

- **Financial control and business planning** - Provide effective management of the day-to-day operation of the financial systems at Central Support driving an efficient and accurate month-end and year-end close process, ensuring good visibility and insight over the Group's results.
- **Capex control** – manage the capital requests and budgeting processes
- **Acquisition and Integration support** - Support to the Finance Director with the funding, assessment and integration of acquisitions and start-ups
- **Business Partnering** – supporting the schools with projects and finance activities as required.

Responsibilities/ Accountabilities

Financial Control and Business Planning

- Prepare the monthly management reports, including the Group consolidated accounts and Board report, in conjunction with the schools and the Finance Director.
- Be responsible for the Central Support finance cost centre
- Design and develop performance measures, effective Finance policies, procedures, controls and monitoring systems that support the company's strategic direction working in partnership with the school finance teams.
- Monitor Group cash balances and prepare Group cash forecasts controlling the Group's cash effectively through working capital management and accurate, timely forecasting.
- Lead on all aspects financial modelling, ranging from 5 year plan, support in arranging debt and equity financing, new site modelling and other growth modelling.
- Co-ordinate the annual budget process with the schools, including timetables, templates, consolidated budget and working with the Finance Director to ensure the Group target is met and in preparation of Group Budget Board pack.
- Working with Auditors, Accountants, who draft the Statutory Accounts, and Tax Advisors as required including preparation of information for Statutory Accounts, audit file and tax matters.

Capex Control

- Working in conjunction with Managing Director, Finance Director and external project managers to plan Group capex plan and funding of capex spend.
- Manage school capital requests and budgeting/forecasting process.
- Business partner with schools to co-ordinate and communicate capex process with schools.

Acquisition and Integration support

- Support to the Finance Director with the funding, assessment and integration of acquisitions and start-ups
- Support the Finance Director on any refinance processes
- Support recruitment of school finance staff as required

Business Partnering

- Business partner with Principals, Heads and School Finance teams to support projects and finance activities as required, including pricing, procurement and other commercial aspects.
- Work with other Bursars in the Cavendish group to share ideas, best practice and further develop consistency of systems and practice across the group.
- Develop a set of effective school KPI's to measure operational efficiency.
- Support in any finance training.

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Recognised Accounting Qualification (ACA,ACCA, CIMA) with 3-5 yrs post-qualification experience or qualified through experience • Experience of working in a senior finance role 	<ul style="list-style-type: none"> • Degree or equivalent
Skills & Abilities	<ul style="list-style-type: none"> • Strong team player with leadership and motivational skills • Excellent Excel skills with financial modelling experience • Prepared to “roll up sleeves” when necessary • Ability to build strong relationships quickly • Capacity for forward planning and for constructing and implementing schedules • Excellent judgement and ability to take initiative to solve problems • Strong IT analysis skills • Receptive to change and capable of delivering change • Ability to write and present clear and concise reports to financial and non-financial recipients • Excellent interpersonal skills, including the ability to relate well to all types of 	<ul style="list-style-type: none"> • Ability to think strategically to support the Finance Director - and to be able to think outside the finance function

	<p>people, to listen, influence and work collaboratively with others</p> <ul style="list-style-type: none"> • Excellent communication skills both written and oral • Ability to work as part of an operational leadership team to support colleagues in other departments with financial management and planning • Ability to make crucial decisions, sometimes in fast time, and is comfortable moving between high level strategy and operational delivery 	
Experience	<ul style="list-style-type: none"> • Excellent Excel skills with financial modelling experience • Significant exposure to preparing monthly management accounts to a timely deadline • Effective Project management • Demonstrate a solid track record in having adopted best in class practices. • Demonstrate ability to lead change management. 	<ul style="list-style-type: none"> • Financial management in the education sector • Experience working in a group environment. • Multi-site experience • M&A experience • Funding experience
Other factors	<ul style="list-style-type: none"> • Capacity to work under pressure and meet deadlines. • Attention to detail • Flexibility and a willingness to travel to other locations, including our schools, if and when required 	