



JOB DESCRIPTION

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| Job Title: | Financial Controller |
| Department: | Finance |
| Reports To: | Chief Operating Officer |
| Line Manages: | Finance team of 3 |
| Contract: | Permanent, Full-time, Hybrid working (3-4 days onsite per week) |
| Grade: | 3 |
| Last Updated: | March 2026 |

About Us

We are a world leading London-based film school and registered charity, dedicated to developing the next generation of filmmakers and screen industry professionals. Through industry-focused training we support creative talent and widen access to careers in film and television.

We are seeking a Financial Controller to lead the London Film School's finance function, ensuring strong financial management, robust controls, and compliance with both charity and regulatory requirements.

Job Summary

The Financial Controller will be responsible for the day-to-day financial management of the organisation and the production of accurate financial reporting to support effective decision-making. The role combines hands-on financial operations with strategic financial oversight, ensuring compliance with charity regulations, managing audits, and supporting senior leadership in financial planning.

The Financial Controller will manage and develop a team of three finance staff and play a key role in strengthening financial systems, including supporting the implementation of a new finance system to improve efficiency, reporting, and financial controls.

The successful candidate will help ensure the financial sustainability of LFS while supporting our vision, mission and values.

Main Responsibilities

Financial Management & Reporting

- Lead the finance function and oversee day-to-day financial operations.
- Oversee the production of accurate monthly management accounts, including variance analysis and commentary.
- Prepare financial reports for the Senior Leadership Team and Board of Governors.
- Cashflow management and forecasting.
- Lead the annual budgeting and reforecasting process.

Charity & Regulatory Compliance

- Ensure compliance with Charity Commission regulations, UK GAAP, and the Charities SORP.
- Prepare financial information for submission to the Office for Students, and other regulatory bodies.
- Ensure compliance with the US Federal Loan regulations to ensure LFS remains eligible for the program.

- Produce statutory accounts and manage the annual audit.
- Maintain and strengthen internal financial controls and governance processes.

Systems & Process Improvement

- Lead the implementation of a new finance system, working with internal stakeholders and external providers.
- Review and improve finance processes, reporting structures, and controls.
- Ensure the finance function supports organisational growth and operational efficiency.

Business Partnering

- Work closely with department heads to develop and monitor budgets.
- Provide financial insight and analysis to support strategic decision-making.
- Support financial planning for projects, courses, and grant-funded programmes.

Team Management

- Manage and develop a finance team of three staff.
- Ensure clear processes, responsibilities, and professional development.
- Foster a collaborative and supportive finance function.
- Support the organisation in improving financial literacy and accountability across departments.

Income & Funding

Oversee financial management of multiple income streams including:

- Tuition fees
- Grants and charitable funding
- Donations and sponsorship
- Commercial and industry partnerships
- Ensure appropriate financial reporting to funders and grant bodies.

General responsibilities applicable to all LFS staff

- Understand and support the vision, mission and values of LFS;
- Ensure Diversity and Inclusion is at the forefront of your thinking when undertaking your responsibilities at LFS.
- Maintain awareness of your own and others' Health and Safety, and comply with the LFS's Health and Safety policy;
- Take appropriate responsibility for records held, created or used as part of your work for the LFS (paper-based and electronic) as per the relevant data protection regulations;
- Encourage team working and effective communication with colleagues;
- Act as a representative of the LFS and deal with LFS students, stakeholders and the public in a professional manner at all times;
- Comply with LFS financial policies and practices as applicable;
- Commit to and undertake continuous personal and professional development;
- Undertake other duties as may be reasonably requested of your post.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

PERSON SPECIFICATION

Essential

- Qualified accountant (ACA, ACCA, CIMA or equivalent)
- Significant experience in a Financial Controller or senior finance role
- Strong financial reporting and audit experience
- Experience managing teams
- Strong understanding of UK accounting standards
- Experience with budgeting, forecasting, and financial analysis
- Excellent communication skills with the ability to present financial information to non-finance stakeholders.

Desirable

- Experience working in a charity, education, or not-for-profit organisation
- Knowledge of Charities SORP and charity financial reporting
- Understanding and experience of managing restricted and unrestricted funds within charities
- Experience implementing or upgrading finance systems

Personal Attributes

- Strong attention to detail and integrity.
- Collaborative, kind and supportive working style.
- Ability to balance strategic thinking with hands-on financial management.
- Flexible approach to problem solving.
- Commitment to the organisation's vision, mission and values.

About London Film School

London Film School (LFS) is the oldest film school in the UK. For nearly 70 years, LFS has been the place for emerging creative talent to hone their craft, find their voice and engage directly with the vibrant UK screen industries. The School offers five full-time MA programmes including Filmmaking, Screenwriting, International Film, Business, Film Producing, & Film Marketing and a full calendar of short courses.

LFS is a world leading conservatoire for filmmakers from around the world. Based in London's Covent Garden, the School's alumni include veterans (Mike Leigh, Michael Mann, Tak Fujimoto, Ann Hui) and famous younger filmmakers including Daina Pusic, Oliver Hermanus, Babak Jalali, and the creator of End of the F**king World, Jonathan Entwistle.

The School is celebrated for its commitment to film, innovation and creative freedom, and its reputation for teaching excellence and practical learning - the School makes over 180 films every year. In 2022 London Film School was awarded World-Leading Specialist Provider status by the Office for Students and in 2024 was named by The Hollywood Reporter as one of the top global film schools. LFS welcomes a student cohort from every corner of the globe, LFS has always been a cultural hub where fresh voices, experiences and perspectives rub shoulders with tradition and history. A global network, once built, lasts a professional lifetime.



London Film School is a non-profit educational charity with Greg Dyke as its Chairman of the Board and Chris Auty as Director and CEO.

LFS is an Equal Opportunities Employer

Please refer to LFS Privacy Policies (<http://lfs.org.uk/privacy-policies>) for details of the personal data that LFS holds and processes about staff, contractors and job candidates.

Expectations of all staff

Professional standards

Our people are at the heart of what we do at London Film School. Our organisational values define what LFS stands for and what we believe in. They guide our purpose and direction and set the tone for a positive workplace culture.

Our six values are:

- Innovation & Excellence
- Inclusivity & Respect
- Feedback & Collaboration
- Empathy, Accountability & Integrity
- Safe & Inclusive Spaces
- Kindness

If your application is successful, and you join us at LFS, you will be able to find further information about our values, including examples of how these may be demonstrated at work, on the HR Intranet, which is accessed via the staff SharePoint portal.

Equal Opportunities

All staff are expected to understand and enact the School's commitment to ensuring equity, equality and diversity in all activities. This commitment is enshrined in the Equality Statement and core values.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The School is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Health and safety

The arrangements for meeting the School's health and safety objectives are contained in the LFS Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the School. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Citizenship

All staff are expected to adhere to good citizenship, being generous with help and support to others, collaborating with colleagues and working for the benefit of the School as a whole. In particular working to provide a positive student experience and achieving excellence in all the School's activities.

Our commitment

We are committed to diversity and inclusion and welcome applications from all individuals regardless of personal characteristic(s) or background. We are a member of the Government's Disability Confident scheme as a 'Disability Confident – Committed' employer.

To fully embed effective equity, equality, diversity and inclusive practices, we are working towards removing all barriers that staff, applicants and students may experience from underrepresented groups.

Please be assured that we will protect your privacy and the information provided on the monitoring form. No information is shared if there is a risk of identification.

Benefits

As a member of staff at LFS, you receive more than just your basic salary there are other significant contributions to your financial security in the form of your benefits package:

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| Annual Leave | In addition to the statutory bank holidays, all full-time employees are entitled to 30 working days per annual leave year (01 September to 31 August). This entitlement is pro-rated for part-time staff. |
| Pension | Subject to the rules for auto-enrolment, after 3 months' employment you will be auto-enrolled into the People's Pension Scheme. |
| Staff Development | LFS has an appraisal scheme in place that aims to provide a focussed, evaluative review of employee performance against agreed objectives. The appraisal process is used as an opportunity for individuals to discuss training and development needs with their line manager. We also operate a Professional Development Leave (PDL) scheme, whereby staff can request leave to pursue learning & development activities linked with their work, to enhance their professional skills. |
| Cycle to work scheme & City Bike Hire | If you like to cycle to work, you are in luck. We operate the Cycle to Work salary sacrifice scheme which makes it easier to afford your new set of wheels. You can also obtain a discount on membership of City Bike Hire schemes. |
| Your Wellbeing | We provide free access to our Employee Assistance Programme, which will give you access to confidential counselling, advice and online support, designed to help maintain your work/ life balance. This includes advice on mental wellbeing, lifestyle, family support and money issues. |
| Staff Loans | Upon completion of the applicable probation period staff are eligible for an interest free financial loan, or to purchase a season ticket. |
| Family friendly leave | To support families and working parents, we have a suite of family-friendly policies offering enhanced rates of pay during maternity, co-parental/paternity, |

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| | adoption and shared parental leave, in addition to paid time off for staff undergoing fertility treatment and staff supporting a partner undergoing fertility treatment. The School also adheres to statutory entitlements to unpaid parental, carer's & dependents leave. |
| Discounted gym membership | You can register to be an Associate Member of the London School of Economics Students' Union with your LFS email address, giving you discounted access to the gym, cafes and social spaces, on the same basis as LSE staff and students (nominal charges apply where applicable). |
| Discounted gift cards | You can purchase gift cards at a discount of up to 15%, enabling you to save money on a wide range of goods and services, from clothing and DIY to restaurants, travel agents and theatre tickets. |

How to apply

If you would like to make an application for this role, please apply here [Financial Controller Role](#)

A formal offer will be made to the successful applicant, subject to satisfactory references and evidence of your eligibility to work in the UK.