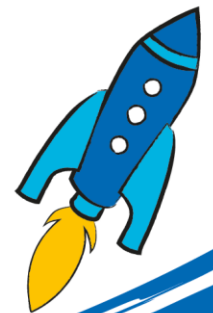


Financial Controller (6m maternity cover)

Candidate Briefing Pack



Dear Candidate

Thank you for your interest in becoming our new Financial Controller (6m maternity cover) at The Children's Trust.

The Children's Trust is the UK's leading charity for children with brain injury. We are unique, with an international reputation for the work we undertake to improve the lives of the children and families with whom we work. We provide information and support to thousands of children with brain injury and their families annually, through education, care, therapy and research. We provide expertise and experience in meeting the needs of children and young people with acquired brain injury, neuro-disabilities and complex health needs.

As the Financial Controller (6m maternity cover), you will report to the Head of Finance. Your role will be to ensure the integrity of the financial reporting systems, whilst assisting in the preparation of annual accounts, accounts payable and fundraising accounts receivable.

You will be a natural and enthusiastic team member, who is able to motivate and provide clear strategic direction to a high performing team.

This is a chance for an outstanding candidate to make a significant and lasting difference to the lives of thousands of children and families.

Kind regards



Zoe Cowan
Head of Finance Operations

The Charity

The Children's Trust is the UK's leading charity for children with brain injury and complex health needs.

The charity provides rehabilitation, medical care, special education, community services and expert information.

Our key services are:

- Rehabilitation for children with Acquired Brain Injury (ABI)
- A non-maintained special school, with associated residential houses for children with complex education, health, therapy and care needs
- Support for children with ABI and their families in the communities across the UK, through our Brain Injury Community Services.
- Online information and support via our publications and braininjuryhub.co.uk

Our residential services based at our national specialist centre in Tadworth, Surrey, work in partnership with the NHS and local authorities to provide a step-down pathway of care between hospital and home. The centre is entirely child and family focused to ensure that their needs are appropriately supported.

In the community, we provide clinical support to complement local services and give children and young people with ABI the best chance of succeeding at home and in school.

We are the only paediatric centre with a national specialised commissioning contract (through NHS England) to provide brain injury rehabilitation for children with severe brain injury. Our other services are funded through local health commissioners (such as clinical commissioning groups), social care and education authorities, together with the millions raised through voluntary fundraising.

Thanks to the generosity of The Children's Trust's supporters, our 24 acre Tadworth site features a modern hydrotherapy pool, accommodation for parents, specially adapted equipment, soft play areas and a wheelchair-accessible tree house.



We run a non-maintained special school for children with complex education, health, therapy and care needs with associated residential houses. The Children's Trust School supports children and young people from 2 - 19 years old and is dual-registered with the Care Quality Commission (the school residential houses) and Ofsted Education.

The Children's Trust is a charitable organisation with approximately 750 committed staff and over 1,000 volunteers with a range of expertise across nursing and care, education, therapy, operations and centralised support functions such as finance, HR, fundraising and communications. A number of these staff are based off site around the UK as part of our community work or in our charity shops.

Job Description

Job Title	Financial Controller (6m maternity cover)
Reports to	Head of Finance Operations
Direct reports	Finance Assistant, Fundraising Finance Lead and Purchase Ledger Manager
Location	Tadworth, Surrey – (Hybrid working minimum 3 days in the office)
Salary	£44,125 per annum
Hours of Work	37.5 hrs per week
DBS	Enhanced with Children's [& Adult's] Barred List

Job Purpose

Reporting to the Head of Finance, the Financial Controller will assist in ensuring the integrity of the financial reporting systems, treasury management, and the processes of accounts payable and fundraising finance income processing. The Financial Controller will assist with producing the statutory accounts for group entities.

The role holder will assist in maintaining high standards of professional competence and integrity in the finance team and play a pivotal role in supporting the Head of Finance in running the overall finance department.

Duties and Responsibilities

- Oversight of the integrity and accuracy of the general ledger
- Responsibility for internal controls; prompt reconciliations of control accounts, separation of duties, and compliance with proscribed systems of authorisation
- Assist in the preparation of annual accounts, in compliance with the SORP and relevant GAAP. Liaison with external and internal auditors
- Lead in preparation of the annual cash flow forecast, and preparation of monthly reconciliations between forecast and actual
- Bank reconciliations and posting of transactions
- Month end processes and journals
- Manage the purchase ledger function, ensuring the ledger is kept clean and at an acceptable level. Ensure the Purchase Ledger Manager is maintaining the sub ledgers within purchase ledger
- Assist with the credit control function, in liaison with relevant service leads. This will be supported by KPIs
- Oversee the Fundraising Accountant role, ensuring accuracy of reconciliations between Fundraising and Finance

- Manage the Fixed Asset Register, ensuring its accuracy
- Submission of the quarterly VAT returns and VAT reconciliations
- Ad hoc Projects as required by the Head of Finance

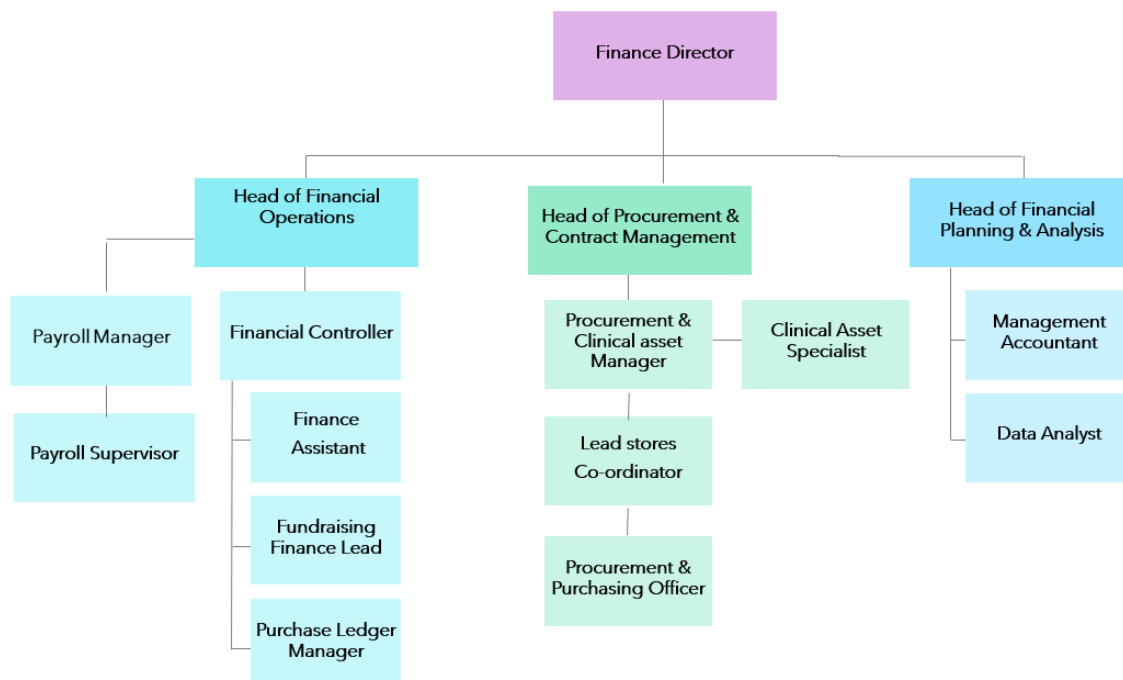
Health and Safety

- Adheres to all health and safety guidelines, including infection prevention and control.
- Provide evidence of a valid NHS Covid Pass or acceptable proof of Covid vaccination or medical exemption and all vaccinations (or medical exemption) required for the post.
- Adhere to manual handling procedures and complete mandatory manual handling training.
- Promotes the health and safety of others.
- Uses the incident reporting and risk assessment system (IRAR), to identify and report risks and incidents/actions if directed.
- Responsible for identifying and mitigating risk within the work environment.

Wellbeing and Emotional Resilience

- Maintains a positive approach and outlook when dealing with change and overcoming challenges and problems.
- Recognises own limitations, develops realistic goals, and uses support network resource when or if necessary.
- Treats challenges and problems as a learning experience.
- Remains organised and focused when under pressure.
- Responds constructively to feedback and or criticism.
- Motivates self and others.

Organisation and Structure



Person Specification

Selection Criteria:	
Education & Qualifications	<ul style="list-style-type: none"> • Qualified Accountant ACA/ACCA/ACMA/CIMA - Desirable • Qualified by experience – Desirable
Experience	<ul style="list-style-type: none"> • Previous experience of working within a charity - Desirable • Accounts payable experience – Desirable • Credit control experience – Desirable • Control account reconciliations - Essential • Bank account reconciliations – Essential • Cash flow management and forecasting – Desirable • Financial Compliance – Desirable
Skills Knowledge & Abilities	<ul style="list-style-type: none"> • Competence with Excel Spreadsheets – Essential • Competent writing and reporting skills – Essential • Knowledge of full reporting functionality of a general ledger reporting system: drill down, report writing, modelling, pivot tables - Essential • Pro-active problem solver who is willing to get stuck in and improve processes - Essential • Confident in coaching team members - Desirable • Strong personal presentation skills - Essential • Highly organised and an excellent planner - Essential • Ability to communicate well across the business and with finance team members – Essential
Personal Qualities	<ul style="list-style-type: none"> • Commitment to the vision and values of The Children’s Trust - Essential • Flexible and ‘can do’ attitude to competing commitments in workload - Essential • Highly motivated and reliable - Essential • Ability to cope working in a demanding environment - Essential

Safeguarding

The Children's Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment.

Many roles at The Children's Trust are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and as such, are subject to an Enhanced DBS check. Successful applicants will be required to complete an Enhanced Disclosure & Barring Service (DBS) check.

The exceptions to this are our retail roles within The Children's Trust shops, which are subject to Basic DBS checks.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#).

Equity, Diversity & Inclusion

At The Children's Trust we recognise how important it is to have leadership that reflects the children, young people and families that we support. We also recognise that staff, comprised of a range of skills, backgrounds and experiences will help us to better understand the needs of those we support, and how we can best represent their interests.

We, therefore, particularly welcome applications from disabled people, individuals from diverse ethnic backgrounds and those from other under-represented groups.

The Children's Trust is committed to achieving equity, diversity and inclusion (EDI) across all levels of the organisation. For further information, see : <https://www.thechildrenstrust.org.uk/jobs>

Our Promises

Our Promises capture our strengths and aspirations. They guide the way we act, interact and come together to achieve our goals. The journey we took to reach our Promises has been an important one. A highly collaborative and iterative process that has seen each word shaped by our people – our volunteers, employees, partners, trustees, and suppliers. Perhaps most importantly, at the core of this process are our children, young people, and their families. This journey has given us a critical opportunity to give children and young people a voice. As a result, our Promises have been genuinely enriched by them. That's because how we work and carry out our role is as important as what we do, and that's why as part of The Children's Trust, we all need to live by our five Promises.

