

Job Description

Job title:	Financial Controller/Finance Manager
Salary:	£45,000-50,000 (depending on experience)
Responsible to:	Director of Finance and Resources
Hours per week:	35
Contract Type	Permanent
Location:	3 rd Floor Ormond House, 27 Boswell Street, London, WC1N 3BG

The Organisation

The National Brain Appeal funds **pioneering research, innovative treatments and world-class facilities**. to benefit patients with neurological and neuromuscular conditions. We do this working to support The National Hospital for Neurology & Neurosurgery and the UCL Queen Square Institute of Neurology – together known as Queen Square. This is one of the world's leading centres for the diagnosis, treatment and care of patients with neurological and neuromuscular conditions. These include stroke, multiple sclerosis, brain cancer, epilepsy, Parkinson's disease, and dementia.

The Opportunity

We are looking to recruit an efficient and capable Financial Controller to our ambitious and welcoming team. Working closely with the Director of Finance and Resources, the Financial Controller is responsible for maintaining financial records and ensuring that all day-to-day financial transactions and processes are managed accurately and efficiently.

The Financial Controller will be responsible for budget control, robust and effective financial systems and processes, and business partnering to department heads. As a charity on a transformation journey, with an exciting growth strategy to deliver, this role will reward someone with a talent for improving and simplifying processes and reporting, someone resourceful and tenacious, with strong commercial acumen, who can help ensure the finance department's working practices and output remain fit for purpose.

This is a great opportunity for a self-motivated enthusiastic individual, who is looking to take the next step in their career, in a role with a varied and exciting workload, with plenty of scope for impact in an ambitious, rapidly growing charity.

Areas of Responsibility

The following areas of responsibility are the core of the role. However, the role is flexible and will vary according to the needs of the team, and the background and experience of the successful applicant.

1. Financial reporting, tax and statutory compliance

- Leading the statutory audit process
- Preparation of draft statutory accounts and all supporting information for auditors
- Produce and distribute monthly three-statement management accounts pack, including collation and review of supporting information from other teams, as required
- Ensuring compliance with statutory and other regulations
- Lead on any HMRC compliance and reporting, including managing VAT, corporation tax, PAYE and other tax issues as they arise

2. Budgeting, forecasting and cash management

- Preparation of annual charity budget and quarterly full-year reforecasts, including design, review and challenge of departmental submissions, to ensure forecasts are accurate and up to date
- Supporting periodic strategic review and long term financial planning
- Work with the Director of Finance and Resources to develop useful, relevant financial KPIs; monitor and report progress regularly
- Lead the weekly cash monitoring process, overseeing the preparation of weekly position and forecast, ensuring sufficient liquidity to meet obligations as they fall due and ensuring excess funds are invested in line with cash policy
- Monthly monitoring and reporting of the investment portfolio, including review of uninvested funds

3. Business partnering

- Be the face of finance to the wider team, ensuring professional service provision, offering relevant, credible advice and support, and acting as a trusted adviser
- Partnering with the Project & Grants Manager to ensure accurate recording of liabilities, robust forecasting and correct fund accounting for project and grant spend
- Partnering with the Fundraising Director and wider fundraising team, particularly on the future income pipeline, providing constructive challenge on risk assessment and ensuring accurate latest actual data is used
- Partnering with the Head of Digital and Communications and their team on new initiatives, programmes and potential savings
- Liaising with managers to develop processes and ensure they are implemented and followed correctly
- Providing finance input to support key decisions and new initiatives, including evaluating new projects or investments
- Timely distribution of monthly actuals to the team and supporting them with review and correction of any errors

4. Finance processes and controls

- Preparation of finance reporting timetable (including payment schedule, payroll, management accounts and key reconciliations) and distribution to team as required.
- Ensuring compliance with finance timetable and escalating issues promptly where information from other teams is late or incorrect

- Regular review of funds, including:
 - ensuring expenditure charged to restricted funds is appropriate
 - monitoring unrestricted fund balance and forecast net income to ensure plenty of headroom to cover future operational costs
 - compliance with charity reserves policy
- Ensuring balance sheet accounts are reconciled and reviewed, taking responsibility for resolution of issues.
- Preparing and posting accruals and prepayment schedules and journals
- Maintaining the general ledger, reviewing postings and accounts regularly and posting journals as required
- Ensuring financial controls are adhered to and early reporting and resolution of any issues or non-compliance
- Responsibility for payroll, including ensuring that staff changes are promptly notified to the payroll provider, reviewing draft payroll report and journals and ensuring timely payments to employees, pension provider and HMRC

5. Team leadership and management

- Leading the transactional finance team and proactively managing operational finance and day to day issues as they arise
- Providing support and coaching for junior team members and identifying training and development needs
- Continuous improvement in finance processes to improve timeliness, automation and efficiency and striving for best practice as the charity grows and becomes more **complex**

6. Ad hoc projects

- Leading and/or supporting finance and finance & operations-related projects, either independently or collaboratively with the Project & Grants Manager
- Identifying and developing potential improvement projects as they arise

Person Specification

REQUIREMENTS	ESSENTIAL OR DESIRABLE
Knowledge & Qualifications	
Qualified Accountant (ACA, CIMA, ACCA, CIPFA) or nearing qualification	E
In depth knowledge of SORP accounting	E
In depth knowledge of HMRC requirements as they relate to charities	D
Excellent Microsoft Excel skills including financial modelling techniques	E

Strong experience in MS Office 365 package (in particular Powerpoint and Word)	D
Experience	
Experience in a similar role or substantial experience across	D
Prior work experience in the voluntary sector	D
Proven background in financial reporting, statutory accounts and preparing for year end audits (or relevant experience in an audit background)	E
Substantial budgeting, forecasting and business partnering experience	D
Experience in an operational finance role, including operating financial processes and controls, with a strong understanding of transactional areas (Payroll, AR and AP)	E
Producing monthly management accounts or other management information for management	D
Skills & Abilities	
Excellent analytical skills and strong proven problem-solving ability with superb attention to detail	
Excellent time management skills, capable of prioritising tasks effectively and consistently delivering to deadlines.	E
Attention to detail, working to a high level of quality and accuracy without supervision	E
Personal and People Development	
Customer and service focused	D
Approachable, helpful and credible, and able to explain financial concepts to non-financial people in understandable terms	D
A team player, strong interpersonal abilities and a collaborative approach	E
Motivated self-starter who is proactive, with a focus on continuous improvement	E
Calm, resilient and adaptable, with the ability to work effectively under pressure	E
An interest in neurology and neuroscience and/or experience of working in a hospital setting.	D

