JOB DESCRIPTION

Job Title	Financial Controller – 15m Fixed Term / Secondment
Project/Work base	Cardiff Hub
Reports To	Director of Business Innovation
Manages/ Supervises	Head of Financial Accounts, Grants & Statutory Reporting Senior Business Partner (Management Accounts) Payroll Officer
Hours of Work	37.5 per ~~w~~eek -Mon~~d~~ay- Friday 09:00-17:00 with some flexibility
DBS Disclosure Level and Workforce	Standard
Last Revised	November 2026

ROLE DIMENSIONS

PEOPLE (Service Users) Decisions that will impact on the support provision to all service users.	**PEOPLE (Staff)** Direct Reports – 3 Total – circa 10 Number and job titles of direct and indirect reports open to natural change and fluctuations
RESOURCES Systems: MS Dynamics Access Payroll Insurance	**FINANCIAL (£k pa)** Total income - £20.2m Annual payroll - £14.4m With a Budgetary sign off limit as set by the Procurement Policy for: Grade-– Senior Management Point – 6
PROBLEM SOLVING/ DECISION MAKING Primary decision maker, with the support of the Executive and Director of Business Innovation, for significant financial expenditure, banking finance etc Complex problem solving required including- cash flow/ forecasting/ budget setting	**ACCOUNTABILITY/IMPACT** Accounts/ Audit compliance - legal Payroll for c. 500+ employees HMRC/ tax payments and compliance

Contingency planning Risk assessing/ managing/ monitoring in fluid funding setting	Banking/ overdraft and loan funding
COMPLEXITY/ PRESSURE Head of major functions within large organisation- multiple areas of focus required. Range of legal and regulatory compliance required with significant individual and organisational consequences in the event of non-compliance / irregularity Detailed grasp and analysis of diverse range of complex information required	**RELATIONSHIPS- INTERNAL/ EXTERNAL** Internal relationships – CEO daily, Trustees daily, Executive team daily, Senior Leadership Team - daily External – Local Authorities, Charities Commission, Companies House, External partners, HMRC, Welsh Government, Financial Auditors, high net worth philanthropists and other funders, regulators.

PURPOSE OF THE ROLE

Supported by the Director of Business Innovation, the role is accountable to the CEO to ensure that all income and expenditure are managed and monitored systematically, prudently, legally and with probity. The role will be responsible for day-to-day financial leadership at The Wallich and oversight of the wider Finance Team, directing the Head of Financial Accounts, Grants, and Statutory Reporting and the Senior Business Partner with regards to budgeting, forecasting and the preparation of monthly management accounts. The role will also oversee the preparation of accurate and timely external financial reports for grant-makers, commissioners and other statutory bodies.

MAIN DUTIES AND RESPONSIBLITIES

1. To lead the day-to-day Finance function through the three direct reports, setting priorities, developing the team and maintaining effective cover to deliver an accurate, timely and responsive service.

2. To contribute to effective financial decision-making and strategy as a member of the Senior Leadership Team, providing financial insight and constructive challenge. Occasionally report to - or otherwise engage with - stakeholders, including the Trustee Board, Commissioners, Grant-makers and other fundraising partners, as required.

3. To coordinate annual budgets and regular forecasts with budget holders and the Director of Business Innovation, testing assumptions and modelling risks and opportunities to support financial strategy and approval of plans.

4. To oversee financial accounting and transactions, including purchase and sales ledgers, payments, income and fixed assets. Manage the month-end close, review balance sheet reconciliations and adjustments, and maintain accurate records and clear audit trails.

5. To produce timely monthly management accounts and reports covering budget variances, forecast outturn, cash flow, fund balances and key financial indicators. Explain risks and corrective actions, supporting the Director of Business Innovation in reporting to the Executive team, Trustees and committees.

6. To oversee payroll with the Payroll Officer and People team, ensuring accurate, authorised and timely processing, reconciliations, HMRC and pension submissions and payments. Resolve significant finance-related payroll queries.

7. To oversee accounting for restricted and unrestricted funds, grants, donations and commissioned services, ensuring correct recognition and allocation of income and expenditure. Work with fundraising and operational colleagues to meet funding conditions, prepare financial returns and identify unspent balances, financial risks and potential repayments.

8. To maintain financial policies and controls covering delegated authorities, segregation of duties, payment approvals and fraud prevention. Monitor compliance, address weaknesses and escalate material concerns to the Director of Business Innovation.

9. To oversee statutory accounts, audit and finance compliance in line with applicable UK accounting standards, the Charities SORP and reporting requirements. Coordinate the audit, resolve queries and implement recommendations, supporting review and approval of accounts by the Director of Business Innovation and Trustees. Maintain a compliance calendar, oversee non-payroll tax returns and payments, including VAT where applicable, and coordinate financial information for Charity Commission and Companies House filings with colleagues responsible for submission, obtaining specialist advice when needed.

10. To support and constructively challenge budget holders to manage resources and achieve value for money. Provide costing, full cost recovery analysis and financial appraisal for services, funding bids and contracts, referring material commitments through agreed approval arrangements.

11. To improve finance systems, processes and information, strengthening data quality, access controls and efficiency. Manage relationships with auditors, banks and advisers, contribute financial expertise to organisational projects, and support the Director of Business Innovation on financial risk, reserves and sustainability.

12. To manage treasury and working capital, maintaining cash flow forecasts, monitoring liquidity and overseeing banking within approved policies and limits. Work with operational colleagues to reconcile and collect Housing Benefit, rent, personal contributions and other income, and address aged debt and income shortfalls.

ORGANISATIONAL VALUES AND POLICIES

All role holders within The Wallich are expected to live the organisational values and to demonstrate throughout the work they do, and the manner in which they do it, these values. In addition, all role holders are expected to either be compliant with, or act as a role model for, organisational policies and requirements.

The Wallich values are:

Courageous – We speak truth to power, we challenge ourselves and each other. We fearlessly pioneer new initiatives. We and our service users have the courage to drive change

Determined – We will not stop. We will continue to strive to make changes, not only for our charity but for the people we support. We will not lose passion or focus, even when it's hard.

Authentic – We are genuine in our intentions, working on the front line with the people who need us. We walk the path alongside people and use peer experience to inform everything we do.

Compassionate – At all times – always. No matter how many times someone comes to us for help, we will listen, be empathetic and greet them with kindness.

Community – Everybody deserves to belong somewhere. As a team we are family and we embrace partnership. We strive for inclusion and acceptance of those affected by homelessness.

This role requires the following:

VALUES Required to underpin and strategically implement the values of the organisation into yours and the organisation's everyday practice. You will be a role model leading a value led culture across the organisation at every opportunity.	**EQUAL OPPORTUNITIES / DIGNITY AND RESPECT** Required to provide equality of opportunity into yours and the organisation's everyday practice and be a role model across the organisation in ensuring dignity and respect for all client, employees and volunteers.
HEALTH AND SAFETY Required to maintain Health and Safety standards in your everyday practice and be a role model at ensuring regulation across the organisation.	**GDPR** Responsible for adhering to GDPR legislation in processing and maintaining information on a daily basis. Also responsible for ensuring compliance across the whole organisation to GDPR.
CONTINUOUS PROFESSIONAL AND PERSONAL DEVELOPMENT Required to show commitment to your own CPD and to developing and supporting a culture of CPD across the organisation for all.	**BE THE CHANGE** Responsible for adhering to the Be The Change pledge. Also responsible for ensuring compliance across the whole organisation to the Be The Change pledge.
PSYCHOLOGICALLY INFORMED ENVIRONMENTS Required to underpin and strategically implement psychologically informed approaches into your, and the organisation's, everyday practice. You will be a role model leading a psychologically informed culture across the organisation at every opportunity.	**WELSH LANGUAGE** Required to positively promote the use of Welsh in your, and the organisation's, everyday practice and be a role model across the organisation in promoting the use of Welsh in line with Welsh Language Standards

ROLE SPECIFIC To adhere to best practice and any relevant professional body standards.

The list of tasks is not an exhaustive one and duties may be varied from time to time by the organisation. This job description is subject to regular review.

Person Spec

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	Degree or equivalent Minimum part-qualified under a UK professional accounting qualification (ACCA, ACA, CIMA, CIPFA) or recognised international equivalent.	UK Professional accounting qualification (ACCA, ACA, CIMA, CIPFA or equivalent).
Knowledge/ Technical/ Work based skills	IT proficiency Knowledge of accounting systems Relevant knowledge of legislation/ regulatory frameworks i.e. Employment legislation, Data Protection/ GDPR regulations/ Charity Law Extensive written and verbal communications expertise Strong understanding of financial management principles, accounting practices, and regulatory requirements	
Experience	Team leadership and management Experience of managing a finance function, or significant part thereof, in a large/ complex organization Business planning, (budgeting, forecasting), and financial modelling	Project management Experience of working with Boards/ Trustees Charity/ Third sector experience Experience of Housing Benefit Experience of project assessment tools

Other	Resilience and determination High level of integrity and dependability, with a strong sense of accountability and ownership.	Ability to speak Welsh