

Job Title: Financial Controller
Infection Prevention Society

Job Type: Part-time (17.5 hours per week), fixed term contract (18 months), with a view to permanency

About Us:

The Infection Prevention Society (IPS) is a membership organisation dedicated to promoting and enhancing the science and practice of infection prevention and control (IPC) within all health and care settings. With a commitment to working collaboratively to prevent infection, the IPS is a supportive network for IPC practitioners, and delivers education and training within the IPC field. With 2,400 members across the UK and internationally, the IPS plays an important role in supporting and developing IPC professionals and advancing knowledge and best practices to safeguard public health.

In Q2 2024, the IPS will launch its new strategy: **Working together to prevent infection**. In order to deliver this strategy, in early 2024 the Board of Trustees took the decision to recruit the Society's first staff team, moving the organisation from a model that has been led by volunteers and operationally managed with an association management organisation. The intention is this decision will transform the Society, taking it to the next phase in its evolution, and furthering our goals of supporting our members, improving IPC practice, ensure equity of access and support for a diverse and multidisciplinary workforce and influencing and shaping IPC education and policy.

Position Overview:

As we transition from an association-management, volunteer led model to a small secretariat, we are seeking an experienced and detail-oriented Financial Controller to join our team and manage the transition of all financial systems and processes. The successful candidate will guide and manage the transition process, oversee all aspects of financial management, including accounting, budgeting, credit control, payroll, financial reporting, and compliance, ensuring the Society's financial integrity and sustainability.

Key Responsibilities:

- Managing the transition of the financial management of the charity from an association-management to an in-house model
- Creation, documentation and testing of all internal processes and controls
- Credit control for all charity activities
- Managing payroll and the implementation of a pension scheme
- Forecasting, budgeting and variance analysis to support at all levels of business and up to the Board of Trustees.
- Preparation of Statutory accounts and provide support with audit.

Management Accounts and Payroll:

- Preparation of quarterly management reports and variance analysis. Responsible for balance sheet reconciliations, cash flow, payroll and pension scheme, key performance indicators and financial dashboard reports, commentary and analysis.

- Ensure the integrity of financial activities and financial records by developing, implementing, and maintaining accurate and efficient processes for all financial activity
- Manage payroll and pension functions, owning the relationship with our payroll provider and ensuring the necessary payments and returns are made to HMRC within the timescales required. Liaise with our payroll provider to ensure the year-end payroll is completed and the necessary returns issued to staff and HMRC.
- Ensure accurate and timely reporting to management, the Board of Trustees and external stakeholders.

Financial Planning and Analysis:

- Develop and implement financial plans aligned with organisational objectives
- Provide financial analysis and insights to support strategic decision-making
- Analyse budget variances and provide recommendations for corrective actions

Business Support and Budgeting:

- Lead the budgeting process, collaborating with colleagues and Branches, Special Interest Groups and Business Groups to develop, monitor, and manage budgets.
- Providing support, advice and guidance to Branches, Special Interest Groups and Business Groups enabling them to understand their financial responsibilities, improve their recording and reporting processes and make decisions based on their financial management information.
- Providing reports and analysis of finances including support for forecasting and budgeting cycles.
- Prepare annual budgets and forecast in line with the IPS strategy and business plan.

Income Generation and Taxation:

- With the CEO, investigate the potential financial impact of new income generation schemes
- Monitor the taxation position of the Charity.

Statutory reporting, Compliance, Audit and Fraud:

- Create and maintain all processes and systems to ensure the smooth running of the finance function.
- Ensure regulatory compliance under Companies Act, Charities Act, and HMRC requirements.
- Preparation of the annual statutory accounts in accordance with regulatory requirements managing the relationship with the auditors.
- Plan and coordinate the annual audit - ensuring that the information and reports are made to the auditors in a timely fashion
- With the Honorary Treasurer, review and improve internal control processes as required

Cash Flow Management:

- Manage cash flow to ensure liquidity and financial stability.
- Monitor and project cash needs and oversee banking relationships.
- Ensure timely invoicing and credit control relating to all activities

Financial Governance:

- Attend and report to IPS Board of Trustee and Management Executive committee meets as required.
- Ensure that financial risk assessment and management processes are in place and comply with current best practice.
- Ensure that the CEO and Board are aware of financial risks and mitigations as appropriate, and that they receive timely, relevant and well-prepared accounts and financial information to enable them to make informed decisions.
- Develop and maintain financial policies and procedures to ensure transparency, accountability, and compliance.
- Train and educate staff on financial policies and procedures.

Our ideal candidate will offer the following experience and skills:

- A recognised professional accountancy qualification (CIMA, ICAEW, ACCA, AAT, etc.) as well as a bachelor's degree (or equivalent) in a relevant field (business management, finance or accounting, etc.).
- Proven experience in a similar, responsible financial management role, ideally within a professional body or learned society.
- In-depth knowledge of financial regulations, accounting principles, and financial reporting.
- Strong analytical, strategic planning, and problem-solving skills.
- Proficiency in financial management software and advanced Excel skills.
- Strong communication skills supporting an ability to train non-financial staff in financial processes