



JOB DESCRIPTION

JOB TITLE: Financial Controller – Maternity Cover
TEAM & DEPARTMENT: Finance
SALARY: £45k-£50k FTE
HOURS PER WEEK: 28-35
DURATION: 12 months
LAST UPDATED: September 2024
RESPONSIBLE TO: Head of Finance and Planning

MAIN PURPOSE:

The Financial Controller role is key in managing the financial transactions team and ensuring that NCT has robust financial controls so that financial transactions are accurately reported both internally and externally and in compliance with relevant legislation.

The core areas of the role are:

1. Team management: motivating, empowering and developing three team members
2. Transaction processing and financial controls: managing the month end close and ensuring that transactions are accurately recorded and compliant with relevant legislation
3. Year-end accounts preparation and external audit: managing the year end timetable and tasks and acting as the key liaison for our external auditors
4. Cash flow forecasting and management: monitoring cash balances and preparing reports for inclusion in management information
5. VAT, Payroll, Gift Aid and Direct Debit processing and submissions
6. Finance systems: complete routine user acceptance testing of finance systems and play a key role in any finance system development projects
7. Finance business partnering: meeting with specific budget holders to discuss budget variances, and reforecast on a monthly basis

MAIN RESPONSIBILITIES & DUTIES:

Team Management:

- Line-management of the Finance Supervisor, one Finance Assistant- Sales Ledger and the Payroll Administrator; setting performance objectives, providing opportunities for their development, and holding regular one-to-one meetings to set and monitor priorities.

Commented [SH1]: Payroll Administrator?

Transaction Processing and Financial Controls:

- Management of the month-end close in Microsoft Great Plains (GP) to ensure accuracy and completeness of transaction processing.
- Monthly review of balance sheet account reconciliations including bank reconciliations and control accounts. Follow up with relevant team members regarding any unexpected / material discrepancies and corrections required.
- Provide guidance to colleagues in response to technical accounting queries such as restricted funds and income recognition.
- Responsible for user administration and payment authorisation in the online banking system.

Year-end Accounts Preparation and External Audit:

- Management of the year-end close and preparation of the year end accounts for the group in accordance with the charities SORP and FRS 102, and for the trading subsidiary, using Jet reporting.
- Liaison with the external auditors to agree the audit plan and timetable, act as key contact throughout the audit fieldwork, respond to audit requests and audit findings and implement any agreed recommendations.

Cash flow Forecasting and Management:

- Regular maintenance of the weekly cash flow forecast and ongoing monitoring of actual cash flow movements and balances, feeding into monthly cash flow review meetings with the Head of Finance Planning and the Director of Finance and Planning.
- Preparation of relevant graphs, narrative and forecast cash flow statement for the monthly management accounts pack.

VAT, Payroll, Gift Aid and Direct Debits:

- Act as key contact for VAT queries within the organisation with responsibility for compliance with VAT legislation.
- Preparation of the quarterly VAT return and submission to HMRC.
- Review the monthly payroll prepared by the Payroll Administrator. Provide feedback and resolve any issues or errors prior to approving for payment via BACS.
- Review and submission of the monthly payment to the pension provider, and the monthly payment of PAYE / NI to HMRC.
- Responsibility for compliance with Gift Aid legislation and submission of the monthly claim to HMRC.
- Responsibility for compliance with Direct Debit and BACS processing.

Finance Systems:

- Responsible for regular user-testing of finance systems (Microsoft GP, Purchase Management, Salesforce and Intrabiz) to ensure fit for purpose following software releases or system upgrades.
- Play a key role in finance system development / improvement projects and testing.

Finance Business Partnering:

- Meet regularly with budget holders to review actual income / expenditure against budget, understand the reasons behind variances and actions being taken to address them.
- Work with budget holders to reforecast expected income / expenditure, ensuring that the Head of Finance and Planning is made aware quickly of any expected variances from budget at the end of the reporting period.
- Work with the Finance Business Partner to ensure that the staff forecast is accurate and up to date.
- Challenge the assumptions made by budget holders where these are overly optimistic or pessimistic, identify up and downside risks to forecasts, evaluate the accuracy of forecasts and implement improvements where required.
- Work with the Finance Business Partner to support the Finance Supervisor in their business partnering responsibilities.

RESOURCES CONTROLLED

This role has direct line management responsibility for three team members:

- Finance Supervisor (which has direct line management for Finance Assistant- Purchase Ledger)
- Finance Assistant- Sales Ledger
- Payroll Administrator

JUDGEMENT AND DECISION MAKING

The Financial Controller is expected to use judgement and decision making particularly in relation to:

- Team management
- Transaction processing and controls
- Accounting treatment

There are some pre-defined policies and procedures, as well as accounting standards, and the Head of Finance is available for support.

LIAISON

The Financial Controller works on a day-to-day basis with other members of the Finance Team, particularly those under their line management, the Head of Finance and Planning, and the Finance Business Partner.

The Financial Controller works closely with certain budget holders and teams as part of the business partnering aspect of the role. The role also works with the IT Team in relation to the finance systems.

The Financial Controller is also responsible for liaising with NCT's external auditors, bankers and investment managers.

AUTHORITY/SUPERVISION RECEIVED:

The Financial Controller reports to the Head of Finance and Planning, with one-to-one meetings held on a weekly basis to discuss current tasks, relationships and any other matters. Finance Team meetings are held on a weekly basis and departmental meetings are held monthly.

The Financial Controller participates in the organisational performance management process: setting and agreeing objectives, reviewing progress and identifying any training and development needs to perform their role. On a day-to-day basis, they are expected to organise their own workload and time.

GENERAL DUTIES AS A NCT EMPLOYEE

- Represent NCT appropriately at all times
- Lead by example
- Be accountable and ensure the effective and efficient running of NCT
- Treat all staff colleagues, practitioners, volunteers, beneficiaries with dignity and respect
- Champion NCT's commitment to equity, diversity and inclusion
- Adhere to all NCT's policies and procedures
- Work additional hours, as required, in order to meet the requirements of the role

SAFEGUARDING and HEALTH & SAFETY

The welfare and safety of individuals is at the heart of everything that we do. NCT is committed to safeguarding and promoting the welfare of children and adults and expects all staff to share this commitment.

DECLARATION

This job description is intended to be forward thinking and indicative rather than final and exhaustive. The listed responsibilities and key duties and tasks may develop and evolve over time and NCT reserves the right to update and/or remove certain elements. NCT endeavours to keep substantial changes to a minimum and to promptly update this job description to take account of such developments.

PERSON SPECIFICATION:

ESSENTIAL

Personal

- Demonstrably champions equity, diversity, and inclusion as key to organisational success
- Strong communication and influencing skills, including the ability to explain financial information to non-specialists
- Experience of line management, motivating, empowering and developing team members
- Excellent attention to detail and highly professional in approach
- Bias for action and problem solving
- Ability to plan and manage own workload to meet deadlines, ensuring levels of detail are commensurate with the need for the work and the resources available
- Willingness to work 'hands-on' as and when required

Technical

- Professionally qualified accountant (e.g. ACA/ACCA or equivalent experience)
- Knowledge of:
 - Accounting standards as applicable to a charity, such as restricted funds and grants
 - VAT, including as applicable to charities
 - Gift Aid regulations
 - Payroll, PAYE and other deductions
- Financial statements preparation and audit experience working in or with an external audit team
- Developing finance systems and controls
- Cash flow forecasting
- Risk management

Data and Technology

- Advanced Excel
- Intermediate Word and PowerPoint
- Financial reporting systems
- Customer Relationship Management systems, including interfaces with financial systems

DESIRABLE

- Experience of working in a complex financial environment with various income streams
- Direct Debit scheme administration
- Microsoft Dynamics GP
- Jet Reports
- Salesforce
- Finance system implementation
- Passion for NCT's Vision and Mission