



**Job title:** Financial Controller

**Reports to:** Director of Finance

**Department:** Core Service

**Salary:** £68,000p.a.-£70,000p.a. FTE.

Pro-rata salary from £34,000-£42,000p.a. dependent on hours/location

**Contract:** Permanent

**Hours:** 18.75-22.5 hours per week with a minimum of 6 hours worked on a Tuesday and Wednesday each week

**Location:** Wigan, London (office or hybrid working) or remote-based with occasional UK travel

## **1. Purpose of the job**

This role is responsible for key financial pillars within the organisation:

- Budget preparation
- Year-end accounts preparation
- Management accounts and projection oversight
- Drafting finance reports to Board
- Maintaining Scheme of Financial Delegation
- Ensuring financial controls sufficient and operational
- Oversight of cash position

## **2. Principle accountabilities**

- Manage the Finance function, ensuring proper administration of Keep Britain Tidy's financial affairs
- Oversee budgeting, management accounts, projections
- Lead on production of our annual report and accounts, and the audit process.
- Preparation of draft finance reports for the Board
- Maintaining the Scheme of Financial Delegation, ensuring financial controls are sufficient and operational
- Oversee our cash position, ensuring funds are available as required and generating interest wherever possible
- Oversee VAT, including planning, returns and review

- Recommending actions in a timely manner to ensure the financial sustainability of KBT.
- Ensure the timely and efficient operation and financial accountability of KBT and its trading subsidiary through robust accounting and reporting including use and implementation of newer technologies
- Develop and implement robust financial forecasting together with policies and systems to integrate financial reporting with activity and other information in order to ensure the most effective use of all resources.
- Maintain the financial viability of the organisation through regular reporting and supporting or challenging the programmes and income generation plans.
- Accounting system and CRM ownership
- To be responsible for the Health and Safety of themselves and other direct reports, to co-operate under the Health and Safety at Work Act 1974 to ensure safe working practices are maintained.
- To be responsible for reporting any data protection incidents or near misses and report these using the appropriate reporting mechanisms to the Data Protection Officer, Accountability Officer and your Line Manager
- To undertake other related tasks as maybe determined from time to time.

### **3. Budget responsibility and decision making**

- Approve spend up to £25k
- Approve credit card limits to £2k
- Approve replacement equipment requests
- Approve payroll
- Bank signatory

### **4. Supervision of employees – complexity of leadership, number of direct reports, reporting level**

- Reporting into the Director of Finance and Core Services
- Direct line management of 2 management accountants (and through them the finance team)

### **5. Contact with others**

- This is a key role interfacing with budget holders across the organisation to provide tailored individual support and a coherent overview of the organisational position.
- This role will work closely with financial stakeholders for example auditors, bankers and suppliers.

## Person Specification

Experience, Knowledge and Skills	Essential	Desirable	Method of Assessment
Professional qualifications essential e.g. ACCA, CIMA, ICAEW, CIPFA)	✓		Application and interview
A genuine commitment to the principles and goals of Keep Britain Tidy, passionate about the environment and keen to make a difference	✓		Application and interview
Proven success of managing and directing resources	✓		Application and interview
Possession of financial skills to plan and manage budgets and achieve value for money both internally and through external contacts and opportunities	✓		Application and interview
Proven commercial acumen and ability	✓		Application and interview
A sound, practical knowledge of charity accounting and the latest developments in the SORP	✓		Application and interview
Ability to build, challenge and maintain strong relationships and partnerships with key internal and external stakeholders	✓		Application and interview
Effective communication skills with ability to adjust style appropriate to a range of audiences	✓		Application and interview
Effective delegation skills, to monitor progress regularly and offer timely support where necessary, in a broadly based role	✓		Application and interview
CRM experience	✓		Application and interview
Business Central experience		✓	Application
<b>Other requirements</b>			
The willingness to undertake UK travel, with occasional overnight stays and occasional weekend work.	✓		Application and interview
Right to work in the U.K. with immediate effect	✓		Application