

# Harrogate Homeless Project

## Financial controller

Main purpose of job:

To be responsible for overseeing all financial and accounting activities at HPP. This includes preparing financial reports, ensuring compliance with Charity accounting requirements and supporting the overall financial strategy of the organisation.

Main duties:

- **Financial management:** working with the Finance Officer to maintain the day-to-day finances of the charity.
- **Monitoring:** Monitoring the company's finances, including analysing data and statistics.
- **Compliance:** Ensuring the company complies with legal reporting requirements by creating accurate financial reports and staying up to date on regulations.
- **Reporting:** Be responsible for preparing and submitting reports in areas of responsibility to both colleagues and the Board of Trustees including management accounts, correctly recognising grant income and restricted funds, budget reforecasting, cash-flow and risk management
- **Advising:** Advising management on financial decisions and future financial plans.
- **Staff management:** To manage the Finance Officer providing clear objectives in line with HHP's strategy, holding regular review and one-to-one meetings and ensuring a robust development programme is in place.
- **Communicating:** Communicating financial information to colleagues, trustees and non-financial stakeholders.
- **Collaborating:** Working with other departments to achieve company goals.

Examples of specific duties:

- **Year end:** Ensuring that the year end accounts are closed off in a timely manner including prepayments and accruals, depreciation, preparation of our annual accounts and annual return and completing our audit requirements.
- **Budgeting:** Managing the annual budget process and monitoring and reforecasting, where necessary; implementing strong cashflow forecasting and supporting staff with budgeting.

- **Management accounts:** Providing data required for grant applications and management accounting information as required. Identifying opportunities to improve our financial reporting, cost control, financial opportunities and procedures.
- **Contractual:** Responsible for managing supplier contracts in relation to areas of responsibility: HR/payroll/accounting software, business subscriptions and necessary equipment.
- **Teamwork:** Playing your part in supporting HHP's fundraising and promotional initiatives as part of the team. To mentor and develop direct reports and support other staff with their understanding of our finances and financial procedures.
- **General:** Any other reasonable duties that may be requested from time-to-time.

Person specification:

#### **Essential:**

- Experience of working as an auditor, finance manager or equivalent.
- A background in accounting in an organisation or charity.
- A good knowledge of charity accounting standards and governance including SORP.
- Experience in financial reporting to statutory bodies.
- Xero software experience
- Experience in processing payroll

#### **Desirable:**

- Qualified accountant (ACA/ACCA/CIMA).
- An interest in homelessness and the issues affecting it.
- Excellent IT skills.
- Strong communication skills, organisational abilities and attention to detail.
- Ability to work on own initiative.
- Commitment to self development and developing others within the organisation.

Reporting lines:

The postholder is responsible to the Chief Executive.

Close working relationships will be with other managers and with the treasurer and the chair of trustees.

**Harrogate Homeless Project**  
**20 November 2024**