

Job Description

Job Title: Financial Controller	Department: Finance
Job Band: E	
Reports To: Director of Finance & IT	Hours: 35
<p>Main Purpose of the Job:</p> <p>Effectively manage the Finance Team to ensure delivery of a proactive and professional service ensuring finance deadlines, legislative and statutory requirements are met. Work closely with the wider organisation, building strong internal relationships to ensure the effective management of financial resources. Deputise for the Director of Finance & IT as needed.</p>	
<p>Key Accountabilities include (but not limited to):</p> <ol style="list-style-type: none"> 1. Oversee the production of monthly management accounts for both the charity and trading company to strict deadlines, providing commentary on key areas. Provide management information in a way which enables action and imparts financial awareness to budget holders, also participating in Trustee meetings, as required. 2. Manage the external audit for both entities and complete all statutory schedules and accounts, including VAT returns, Gift Aid returns etc. Demonstrate working knowledge of charity accounting, SORPS etc. 3. Ensure appropriate financial control operates within the organisation, reviewing and improving systems and processes as required and driving efficiencies in all aspects of day-to-day finance operations. 4. Manage the budgeting and forecasting processes end to end, supporting the accountants in its production and working closely with budget holders to develop the budgets/forecasts as well as review performance against budget. 5. Support the Director of Finance and IT in presenting the budgets and forecast to the Exec team and the organization 6. Managing the Hospice cash flow, preparing a monthly cash forecast and management of cash levels to maximise benefit for the organisation. 7. Ensure the reconciliation of control accounts and inter-company accounts etc and undertake regular review of nominal ledger, fixed assets, aged debtors and creditors. 8. Responsible for ensuring the accurate processing of monthly payroll and tax, providing expertise in this area. 9. Manage and develop the Finance Team members to enable them to fulfil their roles to their full potential, ensuring that they and the department operate within the accredited Hospice quality framework, GDPR legislation and in alignment with the Hospice Strategic Plan. 10. Provide advice, guidance and financial training to budget holders as required. 	

11. Provide business partnering throughout the organisation, in particular relating to fundraising and optimising use of restricted funds.
12. Revise and develop finance and operational policies that reflect organisational values and comply with legal and statutory requirements.
13. To perform the duties of Information Asset owner for the Sage Payroll and Sage 200 (Accounts) system(s). The duties are as described in the Information Asset Owner Responsibility appendix to the Information Management & Technology Policy.
14. Undertake ad-hoc projects at the direction of the Director of Finance & IT.

- Code of Conduct for all Employees:**
1. To operate at all times within the Willen values.
 2. To act in a way that promotes the wellbeing of staff, volunteers, patients and families.
 3. To work constructively with colleagues and stakeholders at all times.
 4. To act as an ambassador for Willen at all times
 5. To maintain confidentiality at all times.
 6. To participate in annual Appraisal and attend any training identified.
 7. To attend all mandatory training, e.g. fire training, moving etc.
 8. To abide by the Policies and Procedures of Willen Hospice.

Employee to sign and return a copy of the Job Description to the People Services Department in acceptance and understanding of the role requirements.

Employee Name Signature

Date

Person Specification

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Consider the type of person required to perform in the role overleaf. Please indicate those requirements that are essential and those that are preferred on the form below:

	Factor	Requirement
1	Communication & Relationship Skills	Confident communicator, both written and verbally; able to provide highly complex and sensitive information to finance and non-finance managers and Trustees. Effective influencing skills and able to demonstrate diplomacy as required. Builds strong relationships both internally and externally to the organisation and gains respect through professional and mutually beneficial relationships. A key point of contact for auditors, solicitors, bank, investment managers etc.
2	Knowledge, Training & Experience	Fully qualified ACCA, ACA, CIMA accountant with a minimum of 5 years post qualification experience, including charity experience. Significant practical experience across a broad range of accounting practices through to statutory accounts, ideally gained in the charity/not for profit sector. Payroll, VAT & Microsoft Office competence essential. Experience of SAGE accounting systems advantageous. Minimum of 2 years in a management role, preferably in a similar, complex environment.
3	Analytical & Judgmental Skills	Strong analytical skills, interpretation of complex financial data and, in conjunction with external / internal specialists, make sound financial decisions regarding issues such as cash flow, commercial viability etc. Daily decision making within the team, making key decisions and take accountability for the team.
4	Planning & Organising Skills	Meets all deadlines imposed by regulatory authorities and Hospice stakeholders. Prepares internal information within agreed deadlines e.g. monthly management accounts, budgets and annual accounts. Ability to prioritise work of the finance team effectively. As part of broader management role, planning and organising of cross functional projects.
5	Physical Skills	Limited to regular keyboard use.
6	Responsibility for patient or client care	Limited patient care but expected to assist during incidental contact. May be asked to witness Wills on occasion.
7	Responsibility for Policy/Service Development	Reviews and develops finance policies, making changes and recommendations as required. Drives improvements to finance systems, controls and processes. Works with other teams to improve efficiencies.
8	Responsibility for Financial & Physical Resources	Responsible for financial accounting & budget setting across the organisation. Key point of contact for financial reporting and information. Guide and advise managers on financial information to aid business decisions. Major cheque & PO signatory. Oversees safe handling of large volumes of cash & daily banking
9	Responsibility for Human Resources	Manage, motivate and develop a small department, including recruitment, performance management and coaching, to ensure they maximise their potential and deliver high levels of contribution to the organisation. Deputise for the Director.
10	Responsibility for	Ensures accurate maintenance of financial records, generating

	Information Resources	regular and ad-hoc reports and management information as required. Oversee management of the finance and payroll systems.
11	Responsibility for Research & Development	Regular involvement in audits.
12	Freedom to Act	Role is managed with objectives set, jobholder operates within statutory and organisational guidelines but will decide how expected results will be delivered. Reference to external bodies required on occasion. Manages own and team workload. Regular updates with Director but is a key finance specialist within the organisation. May be required to lead project work and gains the confidence of others quickly to add greatest value.
13	Physical Effort	Minimal physical requirement, role is predominantly seated.
14	Mental Effort	Significant high levels of concentration required on complex financial matters. Regular interruptions likely.
15	Emotional Effort	Rare direct exposure to distressing circumstances.
16	Working Conditions	Pleasant working conditions in the office. Role is currently partly homebased.