



Financial Controller Job Description

Do you want to make life better for LGBT+ victims and survivors of abuse?

Galop, the UK's LGBT+ anti-abuse charity, is seeking an individual with a background in finance, and a proven ability to manage projects, a team and relationships with stakeholders. This is an excellent opportunity for someone self-driven, energetic and proactive looking to take on the challenge and responsibility of managing a small finance team in an organisation making a difference in the lives of LGBT+ survivors of abuse and violence.

Galop works directly with thousands of LGBT+ people who have experienced abuse and violence every year. We specialise in supporting victims and survivors of domestic abuse, sexual violence, hate crime, and other forms of abuse including honour-based abuse, forced marriage, and so-called conversion therapies. We are a service run by LGBT+ people, for LGBT+ people, and the needs of our community are at the centre of what we do.

At Galop, we believe in equity and understand the importance of inclusion for staff with a wide range of lived experience. No matter your age, race, faith, orientation, gender identity, disability, or class, we want you to feel welcome here. To that end Galop has a multi-year Equity, Diversity, and Inclusion plan in place, currently focusing on equity and inclusion for trans staff and staff members of colour. We are committed to listening and learning, and to constant improvement. We believe it is our job to make

sure that all our staff, particularly those from minoritised backgrounds, feel welcome, safe, and able to thrive at Galop.

Galop is a charity registered in England and Wales, with around £4m of income and 65 employees.

About the Role

As the Financial Controller you will be part of the Senior Leadership Team (SLT) and report into the Chief Executive Officer. You will lead a small team and manage the relationship with our existing outsourced finance team, payroll provider and auditors to deliver high quality professional finance services to the charity. You will be responsible for the financial systems and processes and ensuring the quality and timeliness of work delivered.

Galop has gone through a period of rapid growth and you will be continuing the work to align its financial practices to its new operating model. Personally, you will be resilient and driven to develop, implement and improve financial policies. You will be working with the Treasurer and SLT to improve financial management and controls. Your financial analysis and reporting skills will be exceptional and you'll have the ability to manage people setting clear goals and priorities for your team whilst providing support and challenge where needed.

You will work closely with other teams to establish regular, clear, and consistent channels of communication at all levels within the organisation. You will build and maintain strong relationships with senior managers and their teams and will; improve the understanding of charity's performance; influence decision-making; deliver analysis and insight on business opportunities and support options and scenarios planning including funding applications.

Typical duties might include:

- Financial accounting and reporting
 - Oversee and coordinate the year-end and audit process, ensuring quality and timeliness of work provided by our outsourced team and auditors.

- Prepare and present timely financial information for budget holders, senior management team, senior leadership team, finance sub-committee and the board of trustees.
 - Provide accurate reports to funders as required.
- Internal controls and compliance
 - Ensure compliance with reporting requirements of any regulatory bodies including HMRC, Companies House, charity commission and the pension regulator.
 - Establish strong policies and processes to ensure compliance with regulatory requirements, mitigate risk and enhance financial governance.
- Financial planning and monitoring
 - Lead financial planning processes, working with budget holders to establish realistic budgets and identifying gaps in funding.
 - Support the fundraising team with the costings of bids and proposals.
 - Review management accounts provided by outsourced team to ensure accuracy of reporting.
 - Review variances with budget holders to identify any under or overspends in a timely manner, updating forecasts and proactively seeking solutions.
- Cash-flow and income management
 - Oversee cash-flow management, ensuring the organisation has adequate liquidity to meet its obligations.
 - Implement effective income recognition strategies for both unrestricted and restricted income.
 - Manage invoicing and credit control processes to optimize cash flow and profitability.

About you

The below list is a guide for the kind of skills and experience we'd like you to have – but you don't have to have it all to be considered. We recognise that your experience may be from unpaid roles as well as formal employment. We want to know why you're the right person for this role, not whether you've been given the right opportunities.

Experience and Knowledge	Essential (E) or Desirable (D)
Qualified accountant through a recognized accounting body OR equivalent experience in a senior finance leadership role.	E
Knowledge of statutory requirements and responsibilities of the organisation as a charity and an employer.	E
Demonstrable success at managing supplier relationships and negotiating contracts.	E
Proven experience reviewing and implementing policies, financial controls and processes.	E
Experience leading the financial planning and monitoring processes.	E
Experience working with statutory funding, other restricted funding and full cost recovery models.	D
Experience of using Xero and/or Spendesk.	D
Experience working with and preparing reports for a senior leadership team and/or a board of trustees.	D
Skills	
Excellent written and verbal communication and presentation skills, able to present complex information to a range of audiences, including those without a background in finance.	E
Excellent leadership skills with the ability to develop and motivate others.	E
Ability to establish, build and maintain successful professional relationships with staff and external stakeholders.	E
Self-driven, energetic and motivated: able to recognize a problem and proactively find solutions.	E
Resilient; able to model good self-care and establish strong boundaries for their own work and their team.	D
Confidence and ability to constructively challenge, initiate and manage change.	D
Knowledge and understanding of the LGBT+ community, and the challenges faced by LGBT+ victims and survivors	D

Location

Hybrid – this role requires some working days to be in our central London office, and some days working from home.

Hours

0.8 - 1 FTE, Part-time (28 hours per week) or Full-time (35 hours per week)

Contract

Permanent

Reports to:

Ben Kernighan – Interim CEO

Salary

Salary scale - £47,369.25 - £54,010.33 (including inner London Weighting of £4,129.42 which is available to staff who live in London and/or work from the Galop office in central London). Dependent on experience and pro-rated for part time roles.

Benefits:

-Employee Referral Scheme: refer a friend to apply to work at Galop and receive £100 if they are successful.

-Eye Health Policy: receive financial contributions towards eye health checks and glasses.

-Vaccination Reimbursement: financial reimbursement for Covid and Flu vaccinations.

-Flexi Working Available: talk to your line manager to find a working pattern that best suits your needs.

-Rental Deposit Scheme: we offer interest free loans to employees to aid with paying deposits on rental properties.

-Employee Assistance Programme and Clinical Supervision: Access to a 24/7 Employee Assistance Programme for support and wellbeing at work and Clinical Supervision from external supervisors to aid with welfare at work.

- Annual leave – 25 days (excluding bank holidays) and increases by one additional day for each year of service up to a maximum of 30 days. The

three working days between the bank holidays for Christmas/Boxing day will be awarded as additional leave each year.

- Sabbatical Leave – After three years' continuous employment, employees may apply for up to 52 weeks unpaid sabbatical leave.

- Enhanced Sickness, family leave and compassionate leave.

Closing Date

Applications should be submitted by midnight on Sunday 4th August 2024.

Interviews will be held on a rolling basis with the first sets during week commencing July 22nd. Further rounds will be conducted through August.

Questions?

If you have any questions or would like to discuss the role further prior to application, please contact Anna Cuthbert, She/her, Financial Controller on anna@galop.org.uk