



Financial Controller

Permanent

Full-time

London



Thank you for your interest in joining the team at the **Mental Health Foundation**.

This is a fantastic opportunity to join an organisation with an urgent and vital mission. We work to prevent mental health problems and support people to live with good mental health.

Mental health is one of the most important foundations for a long and healthy life. But we need real change at a national, community and individual level to tackle inequalities and help people support and protect their mental health.

For 75 years, we have been pushing forward the frontiers in our understanding of mental health. Interest has never been greater, and we are ambitious and committed to making the biggest difference we can, motivated by our conviction that everyone deserves good mental health. We bring together research, lived experience, public information and advocacy towards the strategic objectives that guide our work.

We are a people powered charity that has the financial resources to achieve a step change in our reach and impact. And we are building an organisation that lives its values and has a strong and diverse team that is dynamic, energetic and committed to working together.

There is much more to do, and we are looking for an exceptional Financial Controller to enable the Mental Health Foundation to be the most effective it can be.

In this document we present information about the Foundation and about this vital role.

If you are up for the challenge, I hope you will get in touch.

Kind regards



Mark Rowland, CEO





WHO WE ARE

Everyone deserves good mental health

Mental Health Foundation is the UK charity focused on preventing poor mental health and building and protecting good mental health.

We're the home of Mental Health Awareness Week.

Mental health is one of the most important foundations for a healthy and long life, and we believe everyone deserves good mental health.

No-one living in the UK should be deprived of the opportunity for good mental health because of who they are, the community they come from or where they live.

Poor mental health is not inevitable. There are things we can do as individuals, in our communities and across society to help us all to live with good mental health.

Our values

- Side by Side
- Walking our Talk
- Determined Pioneers
- Making a Difference

We're challenging the way things are done and creating fundamental change in the UK's approach to mental health by:

- Researching and developing new and more effective ways to support good mental health
- Providing everyone with evidence-backed advice and resources they can trust
- Running national campaigns and working with communities to nurture good mental health
- Working with organisations across the UK and influencing decision-makers at all levels, to take the valuable lessons we've learned and adopt solutions that are proven to work.

We work across the four nations of the UK with offices in Belfast, Cardiff, Glasgow and London.

Together, we can help everyone have better mental health. Join us.



ABOUT THE ROLE

Place of work:	Hybrid working remotely and at the London offices: 197 Long Lane, London, SE1 4PD
Grade:	Grade C, Scale points 1 to 4
Salary:	Starting at £43,472 rising to £49,993, plus London weighting of £4,000
Contract type:	Permanent
Hours:	Full-time, 32 hours per week
Department:	Support Services
Reports to:	Chief Operating Officer
Responsible for:	Finance & Systems Officer
Budget responsibility:	n/a

Job purpose

The role involves leading all aspects of the finance function, including managing a team of two, overseeing the production of year-end accounts in collaboration with internal stakeholders and auditors, and preparing monthly management accounts for reports to the SMT and trustees. Responsibilities also include stewardship of the Foundation's liquid assets, leading the budgeting and forecasting processes, verifying monthly payroll prepared by HR, and ensuring the efficient operation of the purchase ledger function.



JOB DESCRIPTION

Year-end accounts & audit

- Co-ordinate across the Foundation and help prepare the annual statutory accounts and all schedules for audit and compliance with legislation, ensuring accounts are filed on time.
- Liaise with the auditors regarding all matters relating to the year-end accounts and attend post audit clearance meetings.

Monthly reporting

- Prepare monthly reports for review by COO, providing analysis and interpretation of variances against budget and other measures of performance.
- Liaise with the fundraising team to ensure income reconciliations are in place and any variances investigated.
- In conjunction with the COO review directorate accounts and lead on monthly review meetings.
- Ensure all ledgers are correctly posted and execute month-end procedures.

Bank, cash & investments

- Overall management of the banks and cash for MHF, ensure adequate controls are on place.
- Working towards maximising the return on any cash and investments.
- Review of MHFs investments with the COO to see if any adjustments are needed.
- Ensure bank reconciliations are performed regularly and any irregularities investigated and highlighted.
- Preparing petty cash and credit card reconciliations, liaising with relevant offices and cardholders.

Budgeting & forecasting

- To lead on the completion of year budget and any reforecasts.
- Communicate across MHF to ensure completion and timelines are clear and stuck to.
- Review the overall budgets/forecasts and analyse variances and produce reports for review by COO and SMT.

Payroll & pensions

- Responsible for reviewing the monthly payroll following production by the HR department.
- Ensuring all statutory payments are made correctly.
- Ensuring pensions are processed timely and correctly.

Purchase ledger

- Responsible for managing the smooth running of the ledger.
- Communication with suppliers and budget holders.

Systems

- Lead contact for the Xledger finance system and banking systems.
- Ensure all systems are well set up and optimised for use.
- Provide training for all applicable staff on relevant systems.

VAT

- Prepare and submit quarterly reports.
- Prepare yearly adjustments for the London property.
- Periodic review of the formulae to allocate business and non-business activities ensuring maximum reclaiming of VAT.

General

- To promote and support the achievement of the Foundation's mission, goals and values.
- To act as a positive ambassador for the Foundation in all opportunities.
- To maintain a high standard of honesty and integrity in all aspects of the role maintaining good relationships with colleagues and external partners and to act in accordance with the Foundation's staff code of conduct.
- To uphold and promote the Foundation's commitment to equality, diversity and inclusion, and the value of lived experience.
- Share our commitment to safeguarding and promoting the wellbeing of our beneficiaries, staff, volunteers, and anyone else who comes into contact with our services.
- To engage in learning and development activities appropriate to the role.
- To have due regard to health and safety issues.
- To undertake any other duties as may reasonably be required.

This job description is not contractual and is liable to change over time.



PERSON SPECIFICATION

	Essential	Desirable
Knowledge and qualifications	<ul style="list-style-type: none">• Up to date knowledge of charity financial legislation and best practice• CIMA, CA, ACA or equivalent qualification or qualified by relevant experience	<ul style="list-style-type: none">• n/a
Skills and abilities	<ul style="list-style-type: none">• Up to date computing skills i.e. Microsoft Office 365 suite• Ability to export and manipulate data between an accounting system and Excel• Strong analytical and problem-solving skills• Ability to give attention to detail and ensure quality work to strict deadlines	<ul style="list-style-type: none">• n/a
Experience	<ul style="list-style-type: none">• Demonstrable successful accounting experience in a similar role, ideally within the charity sector• Experience of preparing monthly management accounts including variance analysis• Experience of running a year end process including liaising with auditors• Line management of finance staff• Experience of working with employees of all levels and all disciplines to review financial information	<ul style="list-style-type: none">• Experience of payroll• Experience of Xledger including report writing
MHF requirements	<ul style="list-style-type: none">• A commitment to working in accordance with the Foundation's Essential Principles as laid out in the Foundation's Strategy• Self-sufficient in use of information and communications technology• Ability to self-manage a full and varied workload	<ul style="list-style-type: none">• n/a

Competencies for working at the Mental Health Foundation

We expect all employees to be able to use these competences to a high level in their roles.

During the recruitment process, at interview stage, we look for evidence of all these competencies:

- Expertise, knowledge and analysis
- Communication, influencing and promotion
- Relationships and partnership working
- Service focused
- Business aware
- Strategic thinking and decision making
- Leadership
- Adaptability and personal responsibility
- Innovative and creative
- Committed to personal development