



## **Job Description: Interim Financial Controller**

<b>Job Title:</b>	Interim Financial Controller
<b>Location:</b>	London (Hybrid)
<b>Duration:</b>	8 months fixed term, starting from 1st Sep 2024 (maternity cover)
<b>Responsible for:</b>	Two Finance Officers directly and a finance assistant indirectly
<b>Salary:</b>	<b>c. £54,000</b>

### **Job Overview**

#### **Finance Team**

The Interim Financial Controller sits within a Finance Team, which provides the full range of financial support, reporting and services across Conciliation Resources to support the efficient and effective running of the organisation and the delivery of its work.

Other senior finance team roles include an Income & Treasury Accountant, as well as a Senior Finance Business Partner

#### **Job Purpose**

The Financial Controller has responsibility for the maintenance of business processes and controls, expenditure and balance sheet transactions. He/she also works with the rest of the Finance Team and other teams to ensure smooth and timely project and statutory audits. The Interim Financial Controller will provide cover for this role while the postholder is on maternity leave.

#### **Scope and Accountability**

The Organisational Support team provides support to all parts of Conciliation Resources in the areas of financial management, personnel (HR) management, fundraising, information and communications technology, facilities and organisational communications.

The post-holder works closely with others in the Finance Team and other staff across Conciliation Resources as well as our organisational partners. This is a key role in both delivering and developing our financial controls framework, processes and procedures and being able to respond to and resolve problems. The Interim Financial Controller will also have line management responsibilities.

### **Specific Responsibilities and Tasks Responsibilities**

- Responsible for all expenditure and corresponding balance sheet transactions
- Processing of supplier invoices and ensuring efficient supplier payments
- Ensure quality and timeliness with Month and Year end processes including currency revaluations
- Monthly reconciliation of balance sheet items including staff advances, fixed assets and creditors' control accounts against supplier balances.
- Maintenance of fixed and intangible assets schedule
- Preparation of Year End Trial balance with adjustments and supporting schedules
- Lead on the submission of audit deliverables
- Compile the Year end Statutory accounts and supporting notes and schedules
- Coordinate project audits including responding to audit sample requests and project audit queries
- Responsible for quarterly VAT submissions
- Act as Finance Systems administrator and ensure integrity of the Chart of Accounts and financial data
- Develop and maintain relationships with other members of the finance team.
- Provide absence cover within the finance team to ensure continuity of services
- Updating of Finance handbook
- Oversee finance inductions of new staff as appropriate
- Line management and development of direct reports including regular support/supervisory meetings and annual appraisals

### **Other Responsibilities**

- Participate in regular Finance team meetings.
- Participate in internal meetings and organisation wide meetings and initiatives.
- Participate in regular line management sessions, semi-annual and annual appraisals and keep the HR Information system up to date.
- To provide cover for other members of the Finance team during holidays, sickness or other absences and in emergencies.
- Positively engage in CR's work on safeguarding and help us all to keep people safe.
- Engage in programme and organisational learning, contributing to organisation learning events (including organisational retreats and other activities).
- Perform other duties and tasks, consistent with the skills and expertise of the postholder, as required in non-routine circumstances.

### **Person Specification**

**Essential**

- Qualified Accountant (CCAB) with substantial experience of working in an accounting function
- In-depth knowledge and understanding of internal controls and finance & accounting processes
- Proven experience of managing month end and year end processes including audits
- Substantial experience of balance sheet reconciliations and preparation of supporting schedules for audits
- Experience of managing a purchase ledger and payments function within a busy finance function
- Good working knowledge of tax and VAT in the Charity context
- Meticulous and good attention to detail
- Good communication skills
- Determined and assertive, prepared to get into the detail to understand the complex issues and find solutions
- Proficiency in the use of Excel and major financial accounting packages
- Good time management skills, ability to prioritise workload and ability to work to strict reporting deadlines

**Desirable**

- Experience of working in a grant funded environment

July 2024