

JOB DESCRIPTION

Job title	Financial Controller (interim)
Department/ Team	Finance
Location	FIGO House, Waterloo Court, 10 Theed Street, London, United Kingdom
Job context	<p>The International Federation of Gynaecology and Obstetrics (FIGO) is the world's largest alliance of national societies of obstetrics and gynaecology, bringing together professionals from more than 130 countries and territories. For over 65 years, FIGO has collaborated with the world's top health, rights and donor bodies. We are in official relations with the World Health Organization and consultative status with the United Nations.</p> <p>FIGO is dedicated to the improvement of the health and rights of women and girls and to the reduction of disparities in health care, as well as to advancing the science and practice of obstetrics and gynaecology. We pursue our mission through education, research implementation, advocacy and capacity building with our member societies.</p>
Main purpose of job	As an experienced and qualified Accountant, you will provide the charity with strong Management Accounts skills, including reporting, stakeholder management and risk mitigation work. You will work as part of a small, dedicated team responsible for the effective management and control of the financial functioning of a medium sized dynamic Charity.
Reporting to	Chief Operating Officer – but will work alongside the Finance Director as part of the Finance Team
Budget responsibility	All Figo budgets
Posts that this role manages	Project Accountants
Working hours	37.5 hours per week excluding lunch breaks, Interim role (12-month fixed term contract)
Job context	FIGO has recently commissioned an external review of the finance function. The review has highlighted a number of areas for improvement; including financial controls, internal processes, scheme of delegation and outstanding audit recommendations. This role will work alongside the CEO, COO and FD to review the areas identified in the review, help with the design of a Finance Improvement Plan (FIP) and to implement some of the changes required, focusing on the priority areas. In addition, the post holder will be expected to

	<p>develop the skills of the existing project accountants and ensure that best practice in financial controls and processes is embedded in the organisation.</p>
<p>Major responsibilities</p>	<ul style="list-style-type: none"> • Work the FD and COO to create a Finance Improvement Plan to address the action areas identified in the finance review. • Identify high priority action areas and implement change plans to address identified failings. • Support the Finance Director to ensure financial records are up-to-and that accurate financial reports are produced within specific deadlines, supported by meaningful commentary and analysis. • Review and update the purchase to pay process to ensure that suppliers are paid in a timely fashion and that all accounts and ledgers are accurate. Consideration to be given to a Purchase Order system. • Review and implement (with others where required) outstanding audit actions and recommendations. • Support the Finance Director to prepare monthly management accounts for Senior Management and Trustees. • Take ownership of the financial reporting and management of key projects, including stakeholder management and risk mitigation. • Manage and regularly update financial procedures and processes. • Prepare and analyse project profit and loss accounts. • Production of monthly Balance Sheet reconciliations. • Carry out detailed expense analysis. • Review and monitor accounts receivable, accounts payable and manage debtors. • Recommend any early interventions to address variances. • Manage the month end process. • Carry out credit control duties. • Mentor the Project Accountants and oversee their financial work. • Manage payroll including pension salary sacrifice scheme, auto enrolment and other company benefits and insurances.
<p><i>N.B: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.</i></p>	

PERSON SPECIFICATION

Job title:	Financial Controller
Department/ Team:	Finance
General and professional education	
<i>Essential</i>	
<ul style="list-style-type: none"> • Degree or equivalent further education qualification – relevant accounting qualification ie ACCA or ACA 	
Knowledge and experience	
<i>Essential</i>	
<ul style="list-style-type: none"> • Actively contribute to a culture of innovation, resourcefulness and best practice to make the best use of your time and others. • Effectively interact with Trustee Board and Finance and Risk Committee. • Leadership skills and a proactive ability to provide solutions in complex situations • Ability to deal with ambiguous information and data and to draw inferences appropriately and in a manner which can be supported with sound rational argument. • Good logical and Analytical skills as well as the ability to guide staff teams through more detailed and complex project requirements. • Experienced in the use and management of finance systems and how they interact with other organisational systems. • Exceptional writing skills - able to produce concise and accurate internal and external communications. • Organised – with such a varied workload, an organised and methodical approach to your work is a must. You'll be able to prioritise and plan your own time, dynamically responding to changes and challenges as they arise. • A self-starter – you'll be self-motivated, able to run with a task when given it, whilst making a judgement call on when to ask for help or guidance. • A great communicator – working with colleagues across the business, and internal partners, you'll need the ability to communicate effectively with people at all levels. • An understanding of the principles of Safeguarding and/or a commitment to undertaking suitable training in support of this. 	
<i>Desirable</i>	
<ul style="list-style-type: none"> • Line management experience and/or training • Experience of working within a not-for-profit society • Responsibility for process improvement and/or change management • Demonstrable interest in Women's Health, and understanding of key topics in this area. 	

Skills, abilities and attributes
<i>Essential</i>
<ul style="list-style-type: none">• Continuous improvement mindset• Excellent written and oral communication skills• Strong organisational and administrative skills• Ability to make sound evidence-based judgements• Proactive collaborator with the ability to multitask.
<p><i>N.B.</i> <i>FIGO is committed to equality and diversity and encourages applications from all sections of the community. The job holder will need to provide evidence of their eligibility to work in the UK.</i></p>