

## ROLE DESCRIPTION

Job title	<b>Financial Controller</b>
Team/group	Finance
Summary role description	The Finance Controller will lead the finance team, oversee day-to-day operations and ensure robust financial controls across CILIP and its subsidiaries. Key responsibilities include financial reporting, cashflow forecasting, budgeting, and compliance with statutory obligations. The post-holder will drive process improvements, manage external insights and support strategic decision-making through financial insights. As a proactive member of the Senior Leadership Team you will contribute to CILIP's objectives and align financial operations with the organisation's strategic goals.
Contract type	Full-time, fixed term contract (1 year) with the potential to become permanent. Hybrid.
Report to	Chief Commercial Officer
Normal place of work	Hybrid (remote/office)
Salary	£63,000 per annum

### We expect everyone to meet the core CILIP team values:

A positive, can-do attitude	Curious and enthusiastic about new technology
An organised approach	A creative problem-solver
The ability to work well under own initiative and as part of a larger team	A commitment to the culture and process for individual and team development
Flexibility and the willingness to get involved in a range of activities	A commitment to our mission and purpose, and to delivering excellence for our members
Proactive in monitoring performance and sharing knowledge	A commitment to our values: social justice, intellectual freedom and evidence-based practice

### What is this role accountable for delivering?

- Lead, manage and inspire the Finance team (team of 3)
- Oversight and leadership of the day to day running of CILIP's Finance department including financial reporting, cashflow forecasting, controls and transactions for CILIP, its subsidiaries, and Member Networks.
- Oversee Management Accounting and accounting policies in line with FRS 102.
- Review of balance sheet ensuring all accounts reconcile and ensuring the validity of all balances.
- Ensure that required statutory obligations and external reporting to bodies such as HMRC, the Charity Commission, Companies House, and ONS is carried out in an accurate and timely manner.
- Lead an ongoing review of internal processes and systems to ensure the integrity of accounting systems, and drive process improvement and efficiency into the operations of the business.

- Oversee the management of reporting system.
- Ensure timely payment of suppliers, ensuring the proper authorisation of payments.
- Oversee the payroll process ensuring accurate and timely payments to staff, tax and pension bodies.
- Overseeing the relationship with CILIP's external Auditors; preparing audit files and managing the audit process.
- Financial reporting and advice to the Senior Management Team, CILIP Board and Finance, Audit and Risk Committee (FAR)
- Lead the preparation of budgets and forecasting including timetable, instructions, templates and co-ordination.
- Own and deliver the implementation of relevant financial policies and procedures.
- Direct cash management operations including debt and debt collection.
- Developing a suite of financial and operational dashboards/reports to enable meaningful SMT/Board strategic oversight, scrutiny and the achievement of CILIP's objectives.
- Support the Management Accountant to ensure the effective implementation of a 'business partnering' approach between Finance and the wider organisation.
- Driving flexible and collaborative ways-of-working across the Finance team to ensure all finance related tasks are completed efficiently, and there is the correct capacity and capability to provide continuity of service to the organisation.
- Working with the Sector Development team to ensure that Member Network and Special Interest Group processes and activities align with and support CILIP's overall strategy and Community Strategy.
- Supporting the CCO with finalising the legacy defined benefit pension scheme exit and ensuring compliance with CILIP's current pension/life assurance scheme requirements.
- Proactive participation in CILIP's Senior Leadership Team, seeking opportunities to support colleagues with the achievement of their goals and objectives.

<b>PERSON SPECIFICATION</b>	<b>E/D</b>
<b>Work Experience</b>	
Experience of managing a company's Finance team including all aspects of accounting responsibility, cashflow forecast and cash management policy	E
Experience of developing financial policies and procedures	E
Strong financial risk and control experience	E
Senior-level experience of driving and managing change	E
Experience of creating, empowering and supporting high-performing teams	E
Experience of delivering complex work to deadlines	E
Experience of managing charity/not-for-profit/social enterprise finances including SORP	D
Familiarity with Xero	D
<b>Skills/Abilities</b>	
Proficiency with Excel	E
Able to build and maintain effective relationships across the organisation	E

To take analytical and strategic approaches to data, systems and processes in order to identify and evidence improvements and developments and to support growth	E
Able to identify risk to business functions and mitigate and escalate accordingly	E
<b>Education/qualifications</b>	
Qualified accountant (ACA/ACCA/CIMA) with strong experience of financial reporting and controls preferably within the charity sector	E
<b>Personal details</b>	
Proven leadership record	E
Organised, collaborative and methodical in their approach to line management and project management	E
Influencing and negotiating skills with stakeholders at all levels	E
<b>Other Circumstances</b>	
The ability to work according to the CILIP Hybrid Working Policy	E

**What are the success measures/outcomes for this role?**

- CILIP's financial operations run smoothly including accurate financial accounting, effective management of financial processes and control of cash
- Financial controls are appropriate and consistently managed
- Timely, accurate and meaningful financial management information provided
- The Finance team operates as a business partner to the rest of the organisation

**Other key information:**

Managerial Responsibility	This role will directly line-manage: <ul style="list-style-type: none"> <li>• Management Accountant</li> <li>• 2 x Accounts Managers</li> </ul>
Dimensions and Limits of Authority	Post-holder has significant responsibility and accountability for own work area and leads independently on this. Accountable for the performance of the Finance team, including the carrying out of work on which the Company bases important decisions. The post holder will be able to identify risks, anticipate issues and find solutions. Reports to the Chief Commercial Officer.