

# Job Description



**Job Title:**

**Financial Controller**

**Location:**

Groundwork Offices, Wrexham

**Responsible to:**

Chief Executive

**Responsible for:**

1x Finance Staff

**Number of hours per week:**

Full Time - 37.5 hours

**Salary:**

£25 - £28k

## **Purpose of the job**

This role will manage the Finance functions of the Group of organisations, providing accurate and timely information as appropriate and in accordance with our financial regulations. This role will involve a number of key responsibilities including; monthly payroll and pension processing, preparing month end reports, creditor and debtor management, managing cash flow and supplier payments, balance sheet reconciliations, production of the year end accounts.

## **Summary of Main Responsibilities**

- Produce monthly Income & Expenditure reports in accordance with the month end timetable, identifying and investigating significant variances.
- Prepare financial information and reports for the Board and the Finance & HR Sub-Group Meetings.
- Prepare, update and maintain the cash flow forecast in accordance with the month end timetable.
- Process the monthly payroll, pension and expenses in accordance with any staff changes ensuring accurate posting to project codes and ensure timely payments made with regard to tax, NI and pensions.
- Oversee and manage the organisation's purchase and sales ledgers.
- Oversee and manage the organisation's month end recharges, including staff time, expenses, credit card, petty cash, and shared resources, i.e. vehicles, postage, photocopying.
- Ensure effective cash management and safe cash handling, debt collection and control, receipt and processing of cash and cheques, banking and supplier payments.
- Undertake stock audits and investigate variances in cash (unders and overs) and stock variances, ensuring accurate recording of waste products for the group's café chain.
- Prepare the annual audit file and preparation of the year end accounts in accordance with SORP requirements.
- Undertake monthly bank reconciliations through SAGE 200 and/or 50.

- Maintain the group asset registers and ensure correct calculation of depreciation.
- Prepare and submit the quarterly VAT return.
- Send copies of annual accounts to all appropriate bodies as identified.
- Provide induction and training of all staff in relation to financial processes and procedures to ensure staff comply with financial regulations.
- Identify and develop ways to reduce process whilst maintain good financial governance.
- Maintain an effective (peer) relationship with the Management Accountant to ensure the provision of a well-coordinated overall Finance service to the CEO and their team.

#### **SAGE**

- Manage and maintain the Chart of Accounts.
- Develop reports via SAGE to facilitate efficient and accurate financial reports .
- Lead the IT support for SAGE and other software as applicable.

#### **Other Duties**

- Line manage and support the Finance Assistant, ensuring appropriate delegation of key tasks.
- Ensure compliance with the organisation’s Health & Safety Policy and other established policies and procedures.
- Any other reasonable duties as may be requested by your line manager.

The attached list is not an exhaustive list of duties as the role may change from time to time to meet the requirements and objectives of the Finance team.

### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• A professional qualification in accounts i.e. AAT qualification.</li> <li>• Significant experience working within finance.</li> <li>• Excellent IT Skills in all Microsoft Office software.</li> <li>• Experience in debt, cash management and financial control.</li> <li>• Knowledge and experience of a range of IT systems.</li> <li>• Knowledge and experience of SAGE 200 or similar accounting package and project accounting.</li> <li>• Understanding of prepayments, managing accrued and deferred income and depreciation.</li> <li>• Knowledge and understanding of data protection.</li> <li>• Experienced in the production of year end accounts.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified accountant – ACCA, CIMA, Cipfa or equivalent.</li> <li>• Knowledge and understanding of a variety of funders and other funding awarding bodies.</li> <li>• Financial experience in the voluntary sector.</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>• Commitment to equality and diversity.</li> <li>• Ability to train other staff in the use of finance systems.</li> <li>• Good interpersonal skills to maintain system procedures and compliances.</li> <li>• Ability to assess and delegate tasks.</li> </ul>	

<b>Judgement &amp; Initiative</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills.</li> <li>• Ability to work individually and as part of a team and support other staff members as and when required.</li> <li>• Confident, committed, enthusiastic and self-motivated.</li> <li>• Ability to plan and prioritise workload effectively to meet targets and deadlines.</li> <li>• Ability to generate ideas for improving operational efficiency and effective financial management to meet the Business Plan's priorities.</li> <li>• Good interpersonal skills and high standards of work and accuracy and attention to detail.</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Ability to engage and work with people at all levels with an approachable and positive outlook.</li> <li>• Proven experience of preparing financial reports.</li> <li>• Able to negotiate and ensure timely information is received to validate income and expenditure.</li> </ul>	Ability to communicate through the medium of Welsh.
<b>Resources</b>	<ul style="list-style-type: none"> <li>• Ability to allocate income and expenditure across and within budgets and ensure correct coding.</li> <li>• Ability to apportion overhead costs as required.</li> <li>• Ability to prepare reports and claims to grant funders, contract managers and other awarding bodies as applicable.</li> <li>• Ability to input into the preparation of financial information for funding bids, contracts and job costing.</li> <li>• Ability to understand the importance of Financial Regulations and to work within the guidelines.</li> </ul>	
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>• Understanding of the importance of confidentiality.</li> <li>• Ability to keep within the confines of the confidentiality requirements of the Trust – this role regularly works with or has access to sensitive information of a personal, financial or operational level.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate the qualities 'Genuine, Reputable, Enterprising, Energising &amp; Needs Driven' in line with Groundwork North Wales' GREEN values.</li> <li>• Full driving licence and access to own vehicle.</li> <li>• Appreciation and understanding of Welsh heritage and culture.</li> </ul>	