

LINCS INSPIRE LIMITED

JOB DESCRIPTION

Job Title	Finance Controller
Accountable To	Finance Director
Grade/Salary	PG 11 £32,704 FTE

1. Overall Purpose of the Role

Responsible for all day to day financial transactions and financial reporting across the charity and its subsidiary company.

Working closely with the Finance Director, the post holder will ensure robust financial controls and systems are in place. In addition, supporting the wider Operational Management team to enable effective financial decision making and to identify and recommend potential opportunities for efficiencies and improvements both financial and operational.

2. Responsibilities

- Management of the charity's day to day finance function including direct supervision of a head office finance team (2 FTE/2 PTE Finance Support Officers).
- Operational responsibility for budgeting and management accounting, accounts payable, accounts receivable including credit control, financial accounting and treasury functions.
- Preparation of monthly management accounts and supporting P&L account / balance sheet.
- Manage the charity's cash flow forecast for the current and following financial year.
- Control and development of financial ledgers and accounting processes.
- Under the guidance of the Finance Director support the preparation of year end accounts, working papers and associated reconciliations to support both internal and external audit processes.
- Prepare and submit quarterly VAT returns.
- Carry out analytical reviews of key finance systems as directed by the Finance Director.
- Deputise for the Finance Director when required at both senior management and board meetings.
- Work with the Operations Manager responsible for internal controls to ensure all services are applying both internal and external financial controls, providing relevant staff training and support when needed.
- Review spend and financial compliance against both contract and grant funding conditions, actively advising operational service heads of any potential or emerging issues, supported by the appropriate financial solutions.

- Ensure all site-based banking, cash and card handling, treatment of donations and any commission based sales arrangements are delivered in accordance with company procedure and current legislation.
- Operational responsibility for managing the banking arrangements for the organisation as directed by the Finance Director.
- Undertake such other duties as may be reasonably expected at this level.

3. Accountabilities:

3.1. Delivering Results

- Have a positive impact on the company's profitability through recommending sound financial options and solutions that consider growth, sustainability and compliance with company objectives.
- Provide accurate financial reporting, complying with predetermined and often non-negotiable timescales.
- Support the Finance Director to ensure all financial reporting timescales are met.
- Provide accurate advice and support to the team, ensuring compliance with all relevant regulatory frameworks, company financial procedures and contractual requirements.
- Ensure relevant financial legislation is applied, including the requirements for a charity and provider of external grant funded projects, as directed by the Finance Director.

3.2. Management of Resources

- Direct supervisory responsibility for finance staff (2 FTE and 2 PTE posts).
- Ensure financial management systems are fully utilised to provide maximum benefit and continuously review systems for further efficiency opportunities.
- Work closely with Operational Service Heads to ensure the effective use of wider resources, for example retail and catering facilities, and the correct financial treatment of all transactions.

3.3. Compliance with Statutory Regulations

- At all times ensure compliance with statutory and regulatory frameworks, protocols and operating standards relevant to financial procedures and contract compliance.
- Ensure full compliance with all company policies and procedures including health and safety, data protection and the safe storage of information both ICT based and paper copies.
- Ensure equality and diversity implications are fully considered and evidenced throughout all business activities.

4. Contacts and Communications

- Develop effective relationships and partnerships with a wide range of organisations, including external partners, clients, facility users and financial bodies.
- Work closely with management teams across company to support the successful delivery of the company's charitable objectives.
- Develop relationships with suppliers and service providers, ensuring effective procurement, payment processing and supplier management.

- Support the Finance Director to develop and embed efficient and effective finance systems, controls and procedures.

5. Decision Making – Planning, Creativity and Innovation

5.1. Planning

- Provide regular finance reports to set timescales which are often non negotiable.
- Ensure all financial reporting is programmed into work planning and fully complied with.
- Effective and efficient planning, prioritisation and organisation of the finance team's workloads
- As part of the management team, to always maintain business continuity during unanticipated incidents and to support a corporate responsibility in the event of local emergencies.

5.2. Creativity & Innovation

- The post-holder will be part of a management team responsible for the company's business development and success. Including the development and implementation of efficient, effective and robust systems and procedures.
- Majority of financial reporting will be governed by prescriptive reporting criteria in addition legislative requirements and also contract/funding requirements.

5.3. Decision Making - Discretion

- Provision of good financial advice to Senior Operational Heads will ensure the company's financial position is robust and its reputation is upheld.
- Operational business decisions that improve efficiency and compliance will support the success and financial viability of the company.
- The timely and accurate delivery of financial information and transactional activity will support the charity's sustainability and reputation.

5.4. Decision Making - Consequences

- Responsible for recommending business decisions which may have a financial or reputational impact for the company. Support, guidance and advice is available at all times from the Finance Director.
- Day to day operational decisions will be required relating to the deployment of staff and resources to ensure compliance with all financial reporting timescales and the timely delivery of all financial processes.

6. Working Environment:

6.1. Work Demands

- The post holder will work to a schedule of timescales and deadlines, established in advance.
- The post holder will ensure all relevant resources are suitably deployed to provide business and financial support across all company services.

6.2. Physical Demands

- Work requires normal physical effort.

6.2. Working Conditions

- Work mainly in an office environment, with time spent at different locations including close liaison with front line services.
- From time to time may be required to work weekends, bank holidays etc. in accordance with the needs of the facilities and services which operate 7 days per week.
- Required to work flexibly, head office services are agile and will be required from time to time to work from different locations.

6.4. Work Context

- The company's services are essentially front facing with continuous customer contact. The post holder will be managing support services and therefore exposure to any complex or contentious customer issues is likely to be limited.

5. Role Specification	Essential or Desirable	Assessment Method *
Demonstrates a track record or undertaking work of a similar nature and gaining experience in:		
• Audit preparation, and producing company and charity accounts, working papers and supporting reconciliations	E	A/I
• Compliance and management reporting procedures for external funding bodies and/or contract delivery	E	A/I
• Use of accounting software and Microsoft Excel	E	A/I
• Experience with customer relationship management software and till system software to support cash, card and direct debit payment interfaces with the ledger system	D	A/I
• Commercially aware and able to evidence the delivery of business solutions that have resulted in cost and/or service improvements	E	A/I
Demonstrates a knowledge of:		
• Sound knowledge of accounting legislation (including VAT, Gift Aid, etc.)	E	A/I
• Charity SORP and Companies Act accounting regulations	E	A/I
• Financial data management. collection, analysis and reporting	E	A/I
Evidences the following skills and abilities:		
• People management skills	E	A/I
• Financial reporting, planning and budgeting	E	A/T
• Excellent communication and presentation skills, both verbal and written.	E	A/T
• Planning, prioritising and organising workloads	E	A/I
Education and qualifications:		
• Educated to degree level or equivalent experience	E	A

• Qualified or working towards CCAB/CIMA	E	A
• Minimum 3 years financial control and management reporting experience	E	A
• Continuous personal and professional development	E	A
Working Arrangements		
• Required to work flexibly including occasional evening, weekend and bank holiday requirements to meet the needs of the business which operates 7 days per week, 52 weeks per year	E	A

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