

**Job Description**

**Job Title:** **Finance Controller**

**Reports to: CEO**

**Based at:** **Stody Hall Barns, Stody, Melton Constable, Norfolk NR24 2ED**

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| **Job Purpose** | To develop, maintain and manage the finance control processes across the charity, as well as managing the charity’s day-to-day financial accounting requirements. The role also requires regular reporting to the CEO. You will be ~~a~~ member of the Senior Management Team (SMT) and be responsible for providing a clear perspective of the financial position of the charity.  |

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| **Primary Responsibilities**  | To provide finance expertise to the CEO allowing for a clear understanding of the financial position and future of the Charity as part of the Senior Management Team (SMT) and to lead the finance team. To manage the internal data systems of the charity. |
| **Routine****Responsibilities** | **Finance*** Management and development of finance department
* Provide constructive challenge and advice to the SMT
* Managing book-keeping processes
* Developing and improving internal finance processes
* Oversee all aspects of day-to-day finance
* Coordinating with the Operations and Fundraising departments on all finance related issues
* Ensuring all HMRC filings are carried out in accordance with official timescales
* Preparation of monthly management accounts to support operational decisions of the SMT
* Preparation of quarterly Trustees’ report
* Preparation of annual accounts
* Coordinating the production of budgets with SMT
* Coordinating the annual audit with the Charity’s auditors, Saffrey Champness
* Ensure high levels of governance are met

**Data Systems*** Managing all the internal data systems within the Charity
* Implementing the integration of a new finance software programme (upgrading from Sage) into Salesforce (internal CMS)
* Coordinate with Operations and Fundraising departments over data management and systems requirements and establish strategy across the charity
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| **Key Skills, Qualifications and Experience** | * CIMA / ACA / ACCA qualified
* Have a minimum of 3 years commercial/charity experience post qualification
* Good knowledge of UK GAAP, VAT and PAYE
* Experience of working in a multi-disciplined environment
* Production of annual accounts and forecasts
* Managing working capital/day-to-day cash requirements
* Ability to produce management accounts, and advice SMT of financial health of the charity
* High level of IT skills
* Excellent attention to detail
* Experience of managing a small team
* Experience of project management (relevant to data systems integration and upgrade)
* Works well within a changing and developing environment
* Strong communicator and highly motivated
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| **Job Offer** | * A basic salary of £48,000
* 4% employer’s pension contribution
* Individual medical cover
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