

Job Description; Finance Controller.

28 January, 2019.

1 Purpose of Post

To provide a central focal point for financial record keeping and core accounts and payroll Information within the Charity.

To ensure that financial operating procedures are adhered to.

To ensure that statutory or regulatory reforms are enacted and that written procedures are amended.

To provide timely and accurate reports on financial matters to the General Manager and Trustees.

To provide information for the Charity's management that supports decision making and improves the overall performance of the Charity.

To act as the primary contact with external accountants on matters involving financial record keeping.

2 Prime responsibilities

To support the efficient day to day management of the Charity as a member of the core Management Team.

To review existing financial control measures and to amend them in a timely manner to reflect best practice and prevailing legislation. This will include VAT processes, income receipts, retail and Tea-Room and Charity Shop cash flow.

To manage daily accounting processes and to accurately record all financial transactions.

To maintain accurate records.

To ensure financial systems are developed in line with the needs of the Charity whilst optimising efficiency opportunities by developing new soft-ware solutions.

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Specific Duties

To monitor expenditure against budgets and to produce monthly variance reports for budget holders.

To challenge ongoing budgetary non-conformances and where appropriate, report instances to the General Manager. Thereby maintaining an effective administrative of financial accountability.

To ensure that the Charity's Financial Procedures are adhered to. Specifically by;

- Obtaining 3 quotes prior to entering into expenditure decisions.
- To review all expenditure proposals to ensure that authorisation levels are not exceeded
- To manage all queries relating to payments and order deliveries.
- To account for VAT and to submit claims to HMRC for VAT refunds.
- To check invoices for accuracy to ensure there is no overcharging or repetition of claims for payment.
- To raise Cheques for payment of invoices or expenses in respect of suppliers or employees
- To process petty cash claims
- To produce computer generated reports using Excel as required.

To ensure that daily trading records of cash taken is accurate including reconciliation of cash registers and that takings are balanced against records and cash held.

To manage daily cash handling including cashing up tills and recording income in accordance with standard operating procedures.

Managing the flow of standing orders from bank statements.

Recording receipts and Business Reserve account transactions onto Sage.

To record Gift Aid declarations to claim back Gift Aid from HMRC.

To reconcile payroll reports from the external payroll provider.

4 Reports

The post holder will utilise the assistance of a Financial Volunteer. As such they will ensure that the volunteer is competent in basic level book keeping and the utilisation of IT financial processes.

5 Professional skills/competencies

The post holder will have a detailed and current knowledge of integrated IT systems including Micro-soft and excel.

The post holder must be able to complete tasks accurately and to tight deadlines.

The post holder must be comfortable working to self-imposed dead-lines and must also be a team-player.

6 Qualifications

The post holder should ideally possess an HNC level qualification in Financial Management with an endorsement in business systems and IT.

7 Experience

The post holder will, ideally, have three years' experience in running a financial unit within a small business or charity where they have overseen the introduction of new financial processes including stock-taking, audits and risk management.