

## JOB DESCRIPTION



### 1. TITLE

**Financial Controller**

### 2. OVERALL PURPOSE OF THE ROLE

The Financial Controller provides timely and accurate financial information to the CEO and the Board while ensuring the Charity's financial compliance. The post holder manages accounting and financial reporting, planning and budgeting, tax, payroll, pension, gift aid, cash management, purchasing, credit control and membership reconciliation.

The primary responsibilities and accountabilities for this role are as follows:

- Working as a central member of the Senior Management Team (SMT), to support the CEO and COO in the delivery of the organisation's operational plans.
- Responsibility for all accounting functions, including the purchase, sales and nominal ledgers, payroll, credit control and investments.
- Controlling the organisation's financial resources, in accordance with the strategic plan and agreed policies as directed by the CEO, and to meet all regulatory requirements.
- Financial planning, budgeting, monitoring and reporting.
- Leadership, supervision, performance management and resourcing of the finance team.
- Identification and management of key financial risks and, where necessary, to introduce any controls for protecting the organisation's funds and other assets.

### 3. MAIN RESPONSIBILITIES

#### **Financial Compliance**

- Preparation of annual financial statements for BD and BDT to conform to all relevant regulatory requirements.
- Liaison with the charity's external auditors, as required, during the course of the annual audit, including the drafting of annual financial statements, the auditors' audit management letter and the drafting of letters of representation from BD and BDT to the auditors.
- Overall responsibility for financial regulatory compliance, including submission of appropriate tax, Gift Aid and VAT returns and to advise on other matters pertaining to HMRC, charity law, Companies House, company law, PAYE, and appropriate legislation where appropriate.

#### **Financial Management and Control**

- Ensuring that BD has appropriate internal systems of financial management and control.
- Ensuring financial systems are soundly operated, secure and based on appropriate computer systems, making full use of the technology available.
- Ensuring all revenue is properly documented and all supplier purchases and invoices are properly controlled.
- Provision of management information, as required, for membership subscriptions, horse registrations and trading sales.
- Overall control and management of debtors and creditors.

- Managing income from sponsors and other commercial partners.
- Liaison with managers and other budget holders in the setting and monitoring of budgets for their respective areas and reporting on a monthly basis.
- Maintaining and checking capital purchases within a fixed asset register.
- Co-ordination of the organisation's insurances, such that all insurable key risks are covered.
- Advising the CEO/COO regarding financial implications of all major contracts, including partnership agreements, and reconciling outcomes thereof.

#### **Financial Reporting**

- Ensuring that BD's financial records are properly kept and that relevant reports of the financial affairs of the charity are prepared on an agreed basis, for distribution as required.
- Preparation of management accounts and related information on a monthly cycle and in the agreed format, to include monthly report and forecasts.
- Working with the Finance Director, CEO and COO to ensure effective financial planning, including preparation of an annual financial budget and cash flow.
- Preparing relevant paperwork to inform the decision-making processes of the Finance and Business Development Committee and BD Board of Directors, as required.
- Work with the SMT and IT suppliers to develop analytics, insights and regular reporting for improved visibility and to support decision making across the organisation.

#### **Banking and Investment Management**

- Day to day management of operational relationships with BD's bankers and Investment Managers, in conjunction with the Finance Director and CEO.

#### **Leadership and Management**

- In conjunction with the CEO / COO, recruit, develop and manage the finance team, including allocating roles and responsibilities, setting annual objectives and targets, and individual performance management, including monthly reviews.
- Ensuring an appropriate training and development programme is in place for the finance team, including personal goals.
- Investigating and promoting ways of improving efficiency of the office, including use of technology where appropriate.
- Member of the SMT, contributing in full to the daily operation of the organisation and contributing to any other tasks as requested by the BD Board, CEO or COO.

### **4. REQUIREMENTS FOR THE ROLE**

#### **Knowledge / Experience:**

We require candidates to have a minimum of five years' finance experience. This will ideally include a period of time in a leadership role, with full financial accountability for the organisation and responsibility for managing a team.

#### **Essential**

- CCAB qualification (ICAS, CIPFA, ICAEW, ACCA, CIMA).
- Substantial financial accounting experience within the last three years.
- Previous experience of managing and developing a small finance team.
- Highly computer literate, particularly in use of Microsoft Office and advanced Excel.
- Good commercial acumen and awareness, with sound business judgement.

**Desirable**

- Experienced user of Sage accounting software.
- Previous experience of business reporting to aid management decision making.
- Knowledge of charitable / not for profit accounting and statutory reporting would be advantageous.

**Personal Skills / Characteristics**

- Highly organised, with a structured approach to work and strong attention to detail.
- High standards of written and verbal communication, with excellent interpersonal skills.
- Flexible and adaptable, equally adept at working independently or as part of a team.
- Ability to multi-task, prioritise workload, work under pressure and meet tight deadlines.
- Positive, dynamic, self-motivated and proactive, with a 'can-do' attitude.
- Personable approach, with proven ability to build strong professional relationships.

**5. REPORTING**

**Line Manager:** Chief Executive

This is the lead role in the finance team and as such reports directly into the CEO. There is additional dotted line reporting into the non-executive Finance Director, who is appointed to the BD Board and Chair of the Finance and Business Development Committee.