# Financial Controller

Position title: Financial Controller

Accountable to: Chief Executive

Location: Cardiff (flexible homeworking)

Hours: 35 hours per week

Salary: £50,428 - £54,631

Job details:

Reporting to the Chief Executive, the Financial Controller will act as a senior business partner, assisting the charity with shaping and developing the finance strategy, setting future direction, and leading on the implementation of continuous improvement initiatives.

This role will provide robust business partnering support as well as expert advice on budgeting and financial performance to senior managers across St John Ambulance Cymru, influencing and promoting effective cross-departmental working where required. Playing an integral role within the finance team, the Financial Controller will present insightful analysis and management reports which will enable sound, evidence-based decision making.

Acting as a key point of escalation, this role will pro-actively identify and prioritise risks and opportunities, subsequently presenting sensible solutions to either mitigate risk or capitalise on the opportunity, influencing manages to take these ideas forward to benefit the charity. The role will challenge the organisation in terms of process and decision making, playing a lead role in the preparation, review and challenge of new and existing contracts, as well as fundraising bids and grants.

Consistent with other heads of service, this role represents a senior management position, key in providing strong leadership, management and coaching to the Finance team, ensuring ongoing development and performance management within a safe and trusted environment.

Key duties and responsibilities:

* Leading on the business partnering aspects of month end, year-end, reporting, budgeting and reforecasting processes within areas of responsibility. Taking accountability for technical corrections, reviews, and adjustments as well as the presentation of figures.
* Playing a key role in the review and challenge of business cases, preparation of contract and funding bid costing, and ensuring that accurate and timely submissions are made externally.
* Representing financial interest in management meetings, funding bid working groups and other groups as appropriate.
* Adapting presentation styles, gauging the appropriate level of detail and style of communication to ensure information is delivered effectively.
* Delivering clear and insightful commentary to support monthly reporting and budget / forecast reviews.
* Collaborating and contributing to the work of other business partners, and proactively working with the external / internal audit function, sharing information where needed.
* Demonstrating a solid understanding of all relevant financial principles and accounting standards and continuing learning and improvement.
* Working with stakeholders connected to the charity to provide information when required within defined timescales when prescribed.
* Development and implementation of continuous improvement initiatives, including both a review of the IT landscape and evolvement of internal reporting systems.

**Internal relationships**

* Providing high standards of leadership and effective management including monitoring and reviewing of workloads and ensuring the satisfaction of people liaising with the Finance Team.
* Building strong and productive relationships with all key stakeholders within the charity.
* Working with the Senior Management Team to identify cross-departmental requirements, proposing helpful solutions and advice to accommodate.
* Proactively seeking and acting on feedback to ensure that charity colleagues within areas of responsibility have a positive experience of the business partner approach.
* Working closely with other Senior Management Team members to ensure any process changes and/or initiatives within the finance department are communicated clearly.
* Acting as a central point of contact for assigned projects, liaising extensively with identified internal stakeholders.
* Collaborating with other professional teams within the charity to continuously improve financial processes. This will include feeding into system development to support the charities activities and objectives.

**Line management of finance team**

* Managing, leading and coaching the Finance team, ensuring that their skills and capabilities expand over time and support to deliver excellence.
* Creating a productive and safe environment based on frequent, open and honest feedback, and continuous improvement.
* Assessing the skills of the finance team, identifying any gaps and subsequently coaching team members to support their continued professional development.
* Managing resources within the finance team to ensure coverage during peak periods for the charity, effectively prioritising where business needs dictate.

**General duties**

* Attendance at Board meetings and committees to provide financial overview and insight into performance.
* Support and attendance of the Finance committee, giving key updates and presentations.
* Undertaking any other reasonable duties as requested.

**Staff Development, Training and Education**

* Will be required to undertake mandatory training and is responsible for keeping this up to date.
* Participate in an appraisal of performance each year and will be responsible for agreeing a development plan, in agreement with their manager or immediate supervisor, reviewed annually.
* If the post holder feels he/she is not achieving their objective as agreed in the development plan they will bring it to the attention of their supervisor or manager at the earliest opportunity.

**Health and Safety**

* Work in accordance with Health and Safety regulations always.
* Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff, volunteers, or service users in accordance with SJAC’s Health and Safety policy.

Person specification

This is a specification of the experience, skills, etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined above) and forms the basis for selection.

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| Requirements: | Essential: | Desirable: | Method supporting assessment: |
| CCAB qualified accountant or within 6 months of achieving this | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form |
| Educated to Degree Level or equivalent |  | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** | Application form |
| Holds recognised management qualification or membership |  | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** | Application form |
| Clear track record of CPD linked to management & leadership development | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form |
| Experience | | | |
| Experience of working in a financial management role, including reporting and recording on financial information | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Experience of charitable accounting, including monitoring multiple incomes and restrictions | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Strong IT skills, particularly in MS Excel (advanced) | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Experience of accounting software (SAGE 200) | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Experience of working to deadlines | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Experience to work flexibly and respond to changing demands | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Skills, knowledge and abilities | | | |
| Be able to motivate and inspire others and adopt a culture of continuous improvement | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Ability to work with colleagues to ensure that plans and budgets are aligned and contribute to a single view on performance | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Ensure focus on personal development, and understand the role and value of others within the Finance Team and use this to work with them effectively on both day to day and improvement work | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Personal attributes | | | |
| Able to demonstrate commitment to St John Ambulance Cymru’s values and behaviours. | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Has integrity and self-awareness. Responds constructively to challenge. Uses initiative and has a can-do attitude. Overcomes obstacles and is resilient in the face of adversity. | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Displays compassion and engages positively with a wide range of stakeholders, quickly building rapport. | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Holds self and others to account. Takes responsibility and learns from successes/failures. Knows the organisation, and has a desire to achieve or exceed performance goals and objectives for the organisation. | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Accepts own limitations. Learns from own mistakes. Is courageous, committed and able to understand diverse interest groups and power bases. Shows political astuteness. Is visible and approachable. Communicates consistently and clearly. Adapts leadership style. Takes responsibility. Is empathetic. | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Is compassionate. Appreciates others. Gives credit. Notices negative or unsettling emotions and acts on them. Inspires others. Motivates others. Coaches and takes a facilitative approach. Gives exposure to others. Encourages others to deliver on a shared purpose and takes people with them. | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Communicates with credibility, trust and respect. Shares issues, experiences and information. Adapts communication as appropriate. Challenges peers. Listens and checks understanding. Has effective, collaborative partnership relationships. Works collaboratively and inclusively. | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Be highly numerate, have excellent attention to detail and a methodical approach | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Have excellent organisational skills and ability to meet deadlines | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Have strong communication skills (both written and verbal), ability to communicate finance to non-finance professionals and present to all levels of management | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Commitment to St John Ambulance Cymru charitable objectives and values | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |
| Special requirements | | | |
| Flexible to work outside normal working hours | **C:\Users\justine.thorner\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Tick 2-21.png** |  | Application form/interview |