

## Job Description

Job Title:	<b>Financial Controller</b>
Reports to:	Head of Operations
No of reports:	One
Key Stakeholders:	<ul style="list-style-type: none"> <li>• Senior management team</li> <li>• Church development / fundraising team</li> <li>• Supporter communications team</li> <li>• All employees</li> </ul>
Job Purpose	<ul style="list-style-type: none"> <li>• Serving God by ensuring efficient and compliant financial management of three legal entities, including Christian Concern and the Christian Legal Centre.</li> <li>• Overseeing finance team.</li> <li>• Providing accurate, timely and well-presented financial information to enable effective management of organisation, in line with strategic priorities</li> </ul>

## Primary Responsibilities

### 1 **Budgeting**

- Preparing and presenting annual budget (consolidated across organisations) for approval by senior management team
- Training and assisting operational teams on preparing and monitoring budgets and costs for specific projects and activities

### 2 **Providing management information**

- Providing regular management accounting reports to Head of Operations and senior management team
- Providing analysis and recommendations with respect to variations from budget
- Investigating and highlighting potential areas of cost savings

### 3 **Preparing and submitting annual accounts**

- Preparing annual accounts
- Liaising with external accountants and ensuring that annual accounts are examined and signed-off, in a timely manner
- Ensuring that annual accounts are submitted to Companies House in a timely manner
- Ensuring compliance with all relevant legislation and regulation

### 4 **Ensuring compliance and regulation**

- Ensuring compliance with all relevant accounting, tax, data and charity legislation and regulation
- Implementing best practice for compliance and control processes

### 5 **Authorising expenditure and making payments**

- Manage monthly cashflow
- Make payments to suppliers
- Authorise and process expenditure requests received via purchase order system, in accordance with financial control / authorisation policies

- Process and pay staff expenses promptly, in accordance with financial control / authorisation policies
  - Review and report to senior management team on efficacy and efficiency of financial control processes, and improve where necessary
- 6 Administering payroll, pensions, payments, special leave arrangements etc.**
- Manage payroll for c. 25 employees, ensuring correct and timely payments to employees, HMRC, pensions provider etc..
  - Process new staff 'joiners' and 'leavers', including collection and processing of relevant personal information, processing of P45s, notification to HMRC etc.
  - Processing special leave arrangements (e.g. maternity, paternity, shared parental leave, unpaid / study leave etc.)
  - Managing and monitoring employee absence management system, including collection of additional information where needed (e.g. sickness notes)
  - Providing information and answering questions from employees and others about employment, pensions, leave entitlement etc.
- 7 Overseeing daily book-keeping**
- Oversee daily bookkeeping
  - Ensure that daily banking takes place
  - Line manage bookkeeper
  - Deal with any queries or problems in day-to-day bookkeeping
  - Provide or arrange training as required
  - Ensure that financial information about donation income is properly recorded, and that data from supporter relationship management system is reconciled with financial records, and any anomalies dealt with
  - Ensure that charts of accounts and cost-centres are fit for purpose and used consistently and appropriately

**Additional Information:**

You may be required occasionally to carry out other reasonable activities necessary to ensuring that the work of Christian Concern / Christian Legal Centre is carried out effectively.

Given the context of the work required, which includes internal leadership, and representing Christian Concern, and its mission and ethos, externally to third parties, including churches, it is an occupational requirement that the successful applicant be a practising Christian, committed to living in accordance with the Christian Concern statement of faith.

**For office use:**

Role reference:	2010FM
Created:	1 <sup>st</sup> October 2020
Updated:	1 <sup>st</sup> October 2020
Version:	1.0

## Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>MAAT, ACMA, ACCA or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Degree level or equivalent experience</li> </ul>
Experience	<ul style="list-style-type: none"> <li>At least three years' experience of working in an accounting context</li> </ul>	<ul style="list-style-type: none"> <li>Experience of managing others</li> <li>Experience of financial management in charitable or not-for-profit context, including processing Gift Aid claims</li> <li>Experience of using Quickbooks Online</li> <li>Experience of using payroll software and HMRC portal</li> <li>Experience of using cloud-based purchase order systems and e-commerce systems</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>Good general IT and Microsoft Office skills, excellent Microsoft Excel skills</li> <li>Good inter-personal skills</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of current pension legislation, regulation and provision</li> <li>Knowledge of current charity legislation and regulation</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>Passionate about the issues and cases with which Christian Concern / Christian Legal Centre engages and their presentation in the public domain, and willingness to represent us.</li> <li>Willingness to participate in our weekly prayer meetings</li> <li>Commitment to our Christian beliefs as set out in our Statement of Faith and to living and working in accordance with it</li> <li>Commitment to recognising the authority of the bible in all matters and to maintaining your own discipleship</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to work flexibly from time to time (including working out of normal office hours) in support of our wider work (e.g. assisting with Christian Concern events or exhibitions)</li> </ul>