

# Interim Financial Controller Job Description

<b>Department:</b>	Finance and IT
<b>Reports to:</b>	CEO
<b>Salary:</b>	£42,000 pro rata
<b>Hours:</b>	Full time, 35 hours per week
<b>Duration:</b>	Approximately 6 months

## About CFG

CFG is a charity that supports all charities to make the biggest difference possible. We do this by supporting them to make the most of their money and resources, by putting financial leadership at the heart of their decisions.

We strive to up skill the sector and work to create a more supportive environment for charities to operate in. If you want to know more about how we do this, visit our website at [www.cfg.org.uk](http://www.cfg.org.uk). We are going through a significant period of change as we drive forward our ambitious leadership strategy. We are aiming to;

- Be the go to body for all things charity finance,
- Inspire leadership in finance people and finance skills in other leaders, and
- Become an exemplar of how social change organisations should be run.

We're looking for an exceptional individual who can contribute to all three strands.

## Our values

We believe the most productive, successful and enjoyable organisations to work for are the ones that champion collaboration, innovation and creativity. We want nothing more than for each individual to get inspired by what we do and generate ideas and more effective ways of working. We want each person to grow during their time with us and help move us closer to achieving our goals.

## Are you who we are looking for?

This role will work within the finance team to continue delivering effective financial management of CFG's resources whilst CFG reviews the needs of the team and recruits a permanent Director. You will support the finance team in ensuring that CFG's financial policies and procedures are legally compliant and can be seen to be an exemplar for the sector through accurately and timely maintained financial ledgers and prompt recovery of aged debts.

This is a hands-on challenging and varied role and requires the post holder to be comfortable with managing and delivering concurrent activities with tight deadlines. The successful candidate will need to be extremely well organised to manage a high workload as well as having a sound understanding of financial accounts, debt recovery and charity accounting.

You will know how to bring out the best in people and be comfortable allowing others to find answers. You will be someone who enjoys continuously learning new skills and topics in a rapidly changing workplace.

You will feel comfortable operating and delivering CFG's finance systems and will have a presence and credibility with internal teams.

**The essential elements of you...**

- Be a comfortable and effective manager
- Have the skills to deliver the finance functions of CFG
- Be a team player and work seamlessly with the team.
- Be open, approachable and a firm believer of continuous development.

<u>Daily/Weekly</u>	<u>Monthly</u>	<u>Quarterly</u>
<p>General financial management queries/support</p> <p><b>Keep us compliant. Oversee the finance team to ensure;</b></p> <ul style="list-style-type: none"> <li>▪ accounts payable &amp; payments procedures are followed.</li> <li>▪ all transactions are properly accounted for &amp; relevant records maintained.</li> <li>▪ invoices are processed efficiently &amp; in a timely manner.</li> <li>▪ expenses claims &amp; credit card expenditure are in line with policies/procedures.</li> <li>▪ petty cash is accounted for.</li> </ul>	<p>Review monthly management accounts/forecasts</p> <p><b>Work with the finance team to;</b></p> <ul style="list-style-type: none"> <li>▪ support budget holders to adhere to relevant policies and procedures.</li> <li>▪ ensure creditors and debtors are reconciled monthly.</li> <li>▪ ensure all bank reconciliations are carried out monthly and in line with the month-end schedule and ensure management accounts, regular cash flow reports are produced to support and develop CFG's decision making.</li> </ul>	<p>Completion of VAT Return</p> <p>Preparation for and Attendance at Finance &amp; Audit Committee and Board Meeting</p>
<p>SAP queries relating to finance</p>	<p>Review of Intercompany Transactions including Gift Aid and Management Fee calculation</p> <ul style="list-style-type: none"> <li>▪ manage bank accounts, and the transfer of money between accounts</li> </ul>	
<p>General cover for team e.g. download bank statements</p> <p>Cover when team are on holiday/sickness etc.</p>		

<u>Sep 19 – Mar 20 key deliverables</u>	<u>Potentially requiring prep for delivery from Apr 20 – June 20</u>
<p><b>Budget Preparation (3 Year rolling Budget)</b></p> <ul style="list-style-type: none"> <li>▪ Play an active part in budget preparation, working with SMT to plan effectively.</li> <li>▪ Attend Finance and Audit Committee meetings and support SMT in reporting to the Board</li> </ul> <p><b>Liaise with Mazars over completion and submission of Corporation Tax calculation</b></p> <p><b>Calculate estimated Gift Aid and Management Fees for 2020/21 for Trading Board</b></p>	<p><b>Supervise year end, agree timetable with Auditors, calculate figures for Annual Accounts based on Trial Balance</b></p> <ul style="list-style-type: none"> <li>▪ Working with the SMT to ensure the year end consolidation timetable is adhered to.</li> <li>▪ Complete lead schedule and the audit trial for the statutory accounts in line with the requirements of the SORP and applicable accounting standards.</li> <li>▪ Assist in the preparation of the annual report and financial statements.</li> <li>▪ Prepare year end journals and consolidating adjustments.</li> </ul>

### Other duties

To undertake duties as may be reasonably required of a finance professional.

Contribute to a positive working environment, in which staff are empowered to do their best.

### Person Specification

	Essential	Desirable
Qualifications	Educated in a Finance discipline with an accounting qualification (AAT, ACCA, CIMA) or a relevant degree or qualified by experience	
Experience	<p>Evidence that technical financial accounting practical skills have been kept up to date</p> <p>Experience of preparing group financial statements</p> <p>Experience working in a membership organisation, to deliver high quality results to deadlines.</p> <p>Experience in cash-flow forecasting and management reporting</p> <p>Experience of using computerised Financial Software.</p>	<p>Experience of working in a small charity</p> <p>Experience using SAP B1</p>

Skills/ Abilities	<p>Excellent interpersonal, verbal and written communication skills.</p> <p>Highly numerate and meticulous.</p> <p>Ability to use Excel to an advanced standard.</p> <p>Ability to apply effective problem solving techniques</p> <p>Ability to manage multiple tasks and prioritise a complicated workload</p>	
Knowledge/ Understanding	<p>Understanding of the voluntary/not for profit sector</p> <p>Knowledge of Charity SORP Accounting</p>	
Disposition	<p>Customer focused</p> <p>Committed</p> <p>Trustworthy</p> <p>Self-motivated with an ability to work independently as well as part of a team</p> <p>Good independent judgement and ability to challenge constructively</p>	
Other	<p>Commitment to CFGs values and aims.</p>	