

## Finance Department

### Job Description

**Job Title:** Financial Controller

**Benefits:** Currently under review

**Hours of Duty:** 37.5+ Hrs per week

**Department:** Finance

**Office Location** The place of work will be Thursford Collection, Thursford, Fakenham, Norfolk, NR21 0AS.

**Responsible to:** CEO/General Manager

#### Key Working Relationships:

**Internal:** All staff within the office and all other departments of The Thursford Collection Limited ("Collection") & Thursford Enterprises Limited ("Enterprises").

**External:** Collection and Enterprises Bankers, auditors and other professional consultants and advisors as necessary.

#### Job Summary:

The main purpose of the job is to be responsible for the day to day financial systems, procedures and controls for both the charity Collection and its 100% owned trading subsidiary Enterprises including the management and development of the Finance Officer.

Key deliverables will include working with departmental managers to deliver complete, accurate and timely monthly management accounts, financial statements and to lead on budget setting and monitoring.

In addition to being an exceptional hands-on accountant the post holder will be commercially aware, advising Management and the Board on the best path for the growth of the business.

## **Main Duties/Key Results Areas:**

### ***Supporting the Board and Management Team***

- Provide leadership to the Board's Finance and Accounting strategy to optimise the company's financial performance and strategic position
- Lead on effective risk management and mitigation
- Form a close working relationship with the Management Team
- Attendance at Board meetings when required

### ***Financial Systems***

- Take overall control of the financial systems to enable effective cash management, monthly management accounting, financial statements preparation, forecasting and budgeting.
- Ensure that financial systems are robust, compliant and support current activities and future growth.
- Design reports using accounting software as appropriate to assist budget holders with planning and managing their budgets.
- Maintain the banking software for the payment of suppliers and expenses.

### ***Management Accounts***

- Preparation of monthly management accounts for Management and Board
- Authorisation of monthly journals including Depreciation, Accruals and Prepayments and Interest Calculations
- Planning and oversight of Capital Expenditure
- Overview of control accounts.
- Prepare detailed cash flow figures for review by the General Manager as required.

### ***Budgets***

- Prepare annual budgets, including consulting with departmental managers to ensure the budget proposals are in accordance with management plans.
- Discuss and agree annual budgets with the CEO and General Manager.
- Liaise with budget holders throughout the year and maintain on-line financial records.
- Maintain awareness and assess potential impact on Collection and Enterprises budgets of future policy changes at national and local level.
- Ensure the appropriateness of key assumptions in the annual budget proposals.
- Ensure regular monitoring of Collection and Enterprises expenditure against budget.

### ***Training and study***

- Attend charity finance seminars and professional development opportunities.

- Keep abreast of current developments in the field of charity finance and accounting practice.
- Undertake training and appropriate courses to ensure continuing professional development is maintained at a high level.

***Demonstrate good stewardship of Collection and Enterprises resources***

- Ensure proper and effective procedures are in place to achieve value for money on all goods and services purchased by Collection and Enterprises.
- Update the Collection and Enterprises Financial Procedures Manual as and when necessary.

***General duties***

- Line manage and develop the Finance Officer
- Establish procedures for the effective management of risk
- Establish a high level of credibility and manage strong working relationships with external parties including customers, suppliers and advisers
- Overview of monthly bank reconciliations
- Preparation of quarterly VAT returns as well as the annual cultural exemption calculation
- Reconciliation of intercompany accounts
- Respond to general correspondence as required
- Liaising with auditors re annual statutory accounts.
- Assist the CEO and General Manager with the appraisal and implementation of Collection and Enterprise projects
- Company Secretary

**Undertake such other reasonable duties** as may be required by the CEO or General Manager.

**Person Specification:**

Desirable    Essential

***Knowledge & Skill***

Personal commitment to organisational excellence; displays honesty, integrity, and a strong sense of ethics in all decisions and actions

✓

Awareness, understanding and knowledge of the Charity Commission's standards and best practices as appropriate to a large charitable organisation

✓

The ability to comprehend, communicate and act upon complex financial information accurately with a range of different people, both internally and externally

✓

Having a systematic and logical approach to problem solving. ✓

To be competent in the use of Microsoft Office Software, particularly Excel, by making use of advanced formulas and tools within the programme. ✓

The ability to make the best use of accounting systems and software. ✓

Awareness, understanding and knowledge of Cultural Exemption and Theatre Tax Relief ✓

Evidenced ability to construct and present cogent reports (narrative, graphic and quantitative) on a timely basis to inform and influence decision making. ✓

Proven track record of achieving robust audit regimes ✓

Understanding of payroll legislation, practice and processes ✓

***Qualifications & Experience:***

A proven track record in a management role from within the public or charitable sector. ✓

Fully qualified CCAB accountant ✓

Experience of producing accounts for a business or charitable organisation with a £6m+ turnover ✓

**Person Specification:**

***Personal Attributes:***

Ability to work under pressure to meet targets and deadlines. ✓

Calm and professional disposition. ✓

Self motivated and enthusiastic. ✓

Able to respond effectively to changing priorities. ✓

Able to manage a high-volume workload.



**THIS JOB DESCRIPTION IS NOT AN EXHAUSTIVE DOCUMENT BUT IS A REFLECTION OF THE DUTIES AND RESPONSIBILITIES APPLICABLE AT THE TIME OF ISSUE. In consultation with the post holder, details and emphasis are subject to amendment and revision in the light of the changing needs of the Collection and Enterprises.**

**UPDATED – DECEMBER 2018**

