**BRITAIN YEARLY MEETING**

**JOB DESCRIPTION**

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| **JOB TITLE:** Financial Controller  **REPORTING TO**: Head of Finance and Resources  **LINE MANAGES**: Finance Manager (FT)  Grants Programme Officer (PT)  **DEPARTMENT**: Quaker Finance & Property  **Date:** March 2022 |

**Job Purpose**

The Financial Controller is responsible for ensuring that BYM’s financial processes, systems and controls operate effectively at all levels. They support effective financial planning and forward looking decision making, working alongside programme staff, operational managers and Members of Management Meeting. They are also for management reporting and helping to deliver effective financial management, control and advisory support for Britain Yearly Meeting.

The Financial Controller is also part of BYM’s operational managers’ team (OMT), who together are responsible for ensuring the delivery of the centrally managed work of Quakers in Britain. Operational managers help to shape and drive forward the work of BYM under the strategic guidance of BYM’s senior managers (Management Meeting). They also bridge the relationship between Management Meeting and the rest of BYM’s staff. The operational managers’ team has its own terms of reference.

# 1. Key Role-Specific Accountabilities & Tasks

Reporting, Planning and Leadership

* Lead the day-to day operations of BYM’s reporting functions to enhance personal and team contribution including the setting of standards, targets and priorities, training and monitoring of performance to ensure a sustainable, efficient and effective service.
* Lead the annual budgeting, financial reporting, audit and monitoring activities, advising budget holders and, with the rest of the leadership team, ensure the achievement of the annual budget agreed by Trustees.
* Meet all budget holders as business partner to interpret their financial results within the context of their department’s strategic plan, investigate variances and highlight areas of concern.
* Create, maintain and document key contractual relationships with service providers and strategic partners, for example auditors, bankers, insurers, suppliers, lawyers, contractors and partner organisations, ensuring appropriate coverage, co-operation and professional support is in place.
* Prepare BYM’s quarterly VAT returns and review the annual partial exemption calculation no later than 31 March each year. Act as the Finance Team contact on any VAT issues and ensure that robust systems are in place to comply with HMRC requirements. Prepare Corporation Tax computations and any other regulatory filings, including the National Statistics Office.
* Develop and maintain a strong culture of financial control awareness across BYM, and minimise financial risks to BYM through active engagement with staff and budget holders, data and analytics, compliance monitoring, inductions for budget holders and training.
* Ensure that financial regulations are up to date, relevant and properly enforced.
* Keep abreast of legislation, exposure drafts accounting policies and procedures that affect BYM particularly in your area of responsibility and develop appropriate policy and guidance notes both to inform and ensure compliance. Keep abreast of Trustee Minutes in so far as these are relevant to the work of Quaker Finance & Property in order to ensure that they are correctly implemented.
* As a core finance database administrator, manage the relationship with the external software suppliers, investigating and resolving any data integrity or systems issues.
* Make recommendations to the Head of Finance and Resources on any issues on the reporting and financial control environment.
* Service the work of BYM Trustees’ Finance & Property Committee, and the Friends Trusts and Quiet Company Boards by co-ordinating agendas, preparing papers & reports, attending meetings, and ensuring that decisions and actions points arising are implemented.
* Manage BYM’s grant processes, having due regard to the quantum of the annual grant approved by Trustees, the payment intervals and BYM’s exposure to foreign exchange risk; advise on the hedging of the exchange risk.
* Manage BYM insurance including preparing information for annual renewal, answering questions from staff and processing claims.
* Enforce the spending and contracting authority limits set out within the Financial Regulations.
* Authorise and commit expenditure within delegated authority.

Funding and Resource Allocation

* Support the Head of Finance and Resources in delivering the long term financial strategy with a focus on driving value and strategic management of funding across all BYM’s activities.
* Work with Management Meeting and members of Operational Managers Team to help develop the medium and long term business plans including appropriate performance targets and metrics.

Functional Responsibilities

* Deputise for the Head of Finance and Resources as required.
* Support and cover finance tasks as required.

# Management of staff and departmental leadership

* Manage staff within the Finance team and oversee their support and development needs.

# Help BYM realise its aspiration to be an exemplary employer, including by upholding the *BYM Managers’ Commitment* and the values of the organisation in your management of staff.

* Plan, manage and monitor the delivery of a high standard of work by staff within the Finance team.

# Take responsibility for leading the Finance department by helping develop departmental goals that contribute to BYM’s objectives and by motivating and guiding staff towards achieving those goals.

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# Operational Management and Planning

* Contribute to the development of BYM’s operational plans.
* From time to time, work collaboratively with other operational managers across BYM to help achieve shared organisational goals, including working in clusters where appropriate.

# Budgeting

* Lead the annual budget setting process ensuring it is well planned and executed.
* Report back to F&PC on the ongoing capital expenditure and variance to budget.

**2. Intellectual Demands**

The post requires:

1. Analytical planning, prioritising and project management skills.
2. Ability to understand complex information, summarise it and to present it to a range of audiences.
3. Big picture perspective; evaluating and managing risk.
4. The ability to respond flexibly and positively to changing circumstances.
5. The ability, having identified relevant previous experience, to adapt it usefully to the current situation.
6. A high level of attention to detail and the ability to work effectively under pressure.
7. Strong IT analytical skills; understanding databases and working with external IT consultants.
8. An up-to-date practical understanding of FRS102 and the Charities Act 2011; Custodian Trusteeship; VAT.

**3. Judgements**

1. The post holder is expected to be largely self directed and is regularly expected to make operational, managerial and professional decisions based on his/her knowledge and judgement.
2. Setting and managing timetable priorities for monthly, quarterly and annual accounting cycles so ensuring the optimal balance between timeliness and data accuracy.
3. Adjustments and transfers to accounting entries in order better to present the underlying substance of all financial transactions.
4. Responsibility for authorising or withholding payments from BYM’s and the Hospitality Company bank accounts.

**4. Use of Resources**

1. Financial oversight of all incoming and outgoing resources of BYM, FTL and the Hospitality Company
2. Has responsibility for the day to day control of BYM’s cash balances
3. Responsibility for the research, selection and acquisition of financial accounting and other operational software.

**5. Communications**

(60%)

1. **Internal**: Has regular contact with Members of Management Meeting and most of the budget holders and operational managers
2. Is involved in resolving interdepartmental costing and funding issues, serving on recruitment panels, and advising on special projects such as pensions and salary spine reviews.

(40%)

1. **External**: Has contact with clerks of Quaker committees and meetings, external IT services, external pension providers, external payroll bureaux and other consultants.
2. Trustees, members of their Finance & Property Committee
3. Directors of Friends Trusts Ltd
4. Directors of Quiet Company
5. Statutory auditors, tax advisers and lawyers.
6. Co-operative and CAF Banks, Epworth
7. Rathbone Greenbank Investment Managers
8. External professional firms commissioned to perform internal audit work.
9. External IT and software consultants.
10. Recruitment panels.

**6. Physical Demands & Co-ordination**

There are no unusual physical demands.

**7. Working Conditions and Emotional Demands**

1. Much of the work is to tight deadlines and involves dealing accurately with complex spreadsheets containing more than 68,000 cells of final budget data.
2. The complexity of the financial system and the demands for detailed analysis and reporting mean that control must be exercise over some 250,000 financial transactions each year.
3. In an open plan office concentration may sometimes be a challenge.

**OTHER RESPONSIBILITIES:**

* To undertake duties and responsibilities commensurate with the post
* Responsible for ensuring that BYM’s Safeguarding Policy is adhered to in all aspects of the role
* Responsible for ensuring that BYM’s Equal Opportunities Policy is adhered to in all aspects of the role
* Responsible for ensuring that BYM’s Health & Safety Policy is adhered to at all times
* Responsible for ensuring  that BYM’s commitment to sustainability is adhered to in all aspects of the role
* Responsible for ensuring that Britain Yearly Meeting’s Staff handbook is adhered to at all times.

**BRITAIN YEARLY MEETING**

**PERSON SPECIFICATION**

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| **Job Title:** Financial Contoller  **Department:** Finance  **Date:** March 2022 |

| **Attributes** | **Essential** | **Desirable** | **Method of Assessment** |
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| **Relevant Training & Education** | Full professional accountancy qualification (ACCA/CIMA/ACA)  Substantial demonstrable post qualification finance experience  Evidence of continuous professional development in aspects of leadership and management | Relevant degree or equivalent | A , I |
| **Experience** | Proven experience in financial and management accounting including budgeting, annual accounts preparation and projects appraisal |  | A, I |
|  | Proven experience of working at a senior level in a complex finance department, preferably within the charity sector. |  | A,I |
|  | Proven experience of initiating and implementing change |  |  |
|  | Proven experience in communicating both written and verbally with senior managers and other non-finance stakeholders. Able to explain finance concepts in ways accessible to non-finance specialists. |  | A,I |
|  | Proven experience of managing and leading staff |  | A,I |
|  | Proven ability of building and maintaining relationships with internal and external correspondents |  | A,I |
| **Skills and Competencies** | Highly proficient in Microsoft Office products including Excel, Word & PowerPoint |  | A,I |
|  | A thorough understanding of the underlying concepts and principles of finance including legislative and/or regulatory frameworks |  | A,I |
| 1. **Special Knowledge and Expertise** | VAT (particularly partial exemption rules as they relate to Charities), FRS102 SORP | Gift Aid | A, I, W, P |
|  | Managing and administering complex financial management systems | Business Central | A, I, W, P |
|  | Demonstrate awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the BYM’s life |  | A, I |
| 1. **Personal Qualities** | In sympathy with the Quaker faith and values |  | A , I |
|  | Ability to work collaboratively with colleagues, and others, including volunteers |  | A , I |
|  | Professional and positive approach, with a commitment to professional development and self-improvement |  | A , I |
|  | First class organisational and administrative skills; systematic in approach to tasks, with attention to detail |  | A, I |
|  | Proactive, self-motivated and able to work with minimal supervision |  | A,I |
|  | Ability to work flexibly as part of a team |  | A,I |
|  | Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations |  | A,I |
|  | Excellent interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy |  | A,I |
|  | Honesty, integrity, resilience and enthusiasm. |  | A, I, |

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| *Job Description Agreement*  *Post holder:*  *Manager:*  *Date:* |