



## THE MUNGO FOUNDATION

### 1. IDENTIFYING FACTS

<b>Job title:</b>	<b>Financial Controller</b>
<b>Location:</b>	<b>Head Office</b>
<b>Service:</b>	<b>Finance Department</b>
<b>Number of job holders:</b>	<b>1</b>
<b>Current number and designation of staff managed:</b>	<b>5 (direct reports)</b>
<b>Qualifications ESSENTIAL to carry out the role:</b>	<b>Professional qualification: Qualified ACCA/CIMA or ICAS</b>
<b>Title of Line Manager:</b>	<b>Finance Director/ Deputy CEO</b>

### 2. JOB PURPOSE

To support the Finance Director / Deputy CEO to manage The Mungo Foundation's financial systems to ensure tight financial control through compliance with all relevant statutory, regulatory and legislative requirements and guidance, ensuring the adoption of best practice.

To manage and lead senior Finance team, and hold responsibility for day to day management of the following functions:

- Income / receipt transactional finance team (sales/ credit control)
- Accounts Payable transactional team (all expenditure including purchase ledger/ credit cards/ banking payments)
- Payroll
- Business Partnering

Co-ordinating staff development and deliver staff appraisals, PDP's and 121s. Reviewing the business processes impacting finance, liaising with other areas of the business to effect change where necessary.

Partnering with ET/ SMT, providing key financial analysis and advice.

Financial analysis for committee and Board meetings. Deputising for FD when required.

To ensure that finance systems and processes re defined and relevant and that they support the continuous improvement of service provisions.

To establish high level of credibility and develop and maintain strong working relationships with external and internal stakeholders, on all aspects of financial controls and best practice.

### 3. MAJOR TASKS

1. To take the lead ensure the finance team achieve the monthly financial input schedule.

2. To prepare and co-ordinate the annual audit file and financial accounts and liaise with the Auditor as required.
3. To lead and take ownership of the annual budget, subsequent revisions and forecasts as required.
4. To collaborate in the preparation of papers for Board of Trustees and relevant Committees, ensuring end users are equipped to make informed business decisions.
5. To support the Finance Director to develop and improve the accounting IT systems and policies and procedures to ensure efficiency and effectiveness and compliance with legislation.
6. To lead and take ownership of monthly Management Accounts identifying positive or negative trends in income and expenditure to reduce the organisation's financial risk.
7. Responsible for leading a team of staff with responsibility for line management support and processes.

#### 4. MAIN ACTIVITIES

##### **1. To take the lead ensure the finance team achieve the monthly financial input schedule.**

- 1.1. Create and refine the financial input schedule and Month End timetable for the Finance Team to ensure organisational and statutory deadlines are met.
- 1.2. Communicate and agree a realistic schedule and timetable with the Finance Team and wider organisation ensuring that other departments understand the deadlines and the reasons for them.
- 1.3. Monitor the timetable and make revisions as appropriate to ensure direct staff are supported and have realistic, achievable deadlines that to meet ever changing requirements.

##### **2. To prepare the annual audit file and financial accounts and liaise with the Auditor as required.**

- 2.1. Co-ordinate reports from Trustees, Senior Management Team, Chief Executive and external auditors to ensure legal compliance.
- 2.2. Co-ordinate and organise provision of all information required ahead of audit, working collaboratively with all concerned stakeholders.
- 2.3. Organise two week on-site audit/ remote with external auditors being the main point of contact for all enquiries, ensuring all questions are answered within timescales and statements fully compliant with SORP.
- 2.4. Prepare the Financial Statements and submit for approval to Finance Director,

CEO, Trustees ahead of presentation to auditors. Ensure submitted to all relevant authorities (Companies House/ OSCR) within statutory timelines.

2.5. Liaise with Finance Director, Chief Executive to ensure the Management Response to Audit Findings Report is completed within agreed timescales.

**3. To lead and take ownership in the preparation of the annual budget, subsequent revisions and forecasts as required.**

3.1. Compile the annual budget for all projects and Head Office functions to create the organisational draft annual budget within a tight deadline.

3.2. Test budgets to ensure that corporate assumptions have been applied accurately.

3.3. Ensure that any variances from previous budget or expected outturn are explained.

3.4. Present annual budget and reforecast to Executive Team and Board of Trustees/ ARC.

**4. To collaborate in the preparation of papers for Board of Trustees and relevant Committees, ensuring end users are equipped to make informed business decisions.**

4.1. Support Finance Director with the compilation of Board/ Committee papers, ensuring systems support the provision of key performance data.

4.2. Present at Board Meetings/ Committee, where appropriate.

4.3. Develop suite of KPIS for business that are relevant and timely.

**5. To develop and improve the accounting IT systems and policies and procedures to ensure efficiency and effectiveness and compliance with legislation.**

5.1. Embed best practice and lead the finance team by creating a culture of continuous improvement.

5.2. Review current procedures and policies to ensure operational efficiency.

5.3. Regularly revise policies to reflect changes (e.g. in legislation, technology) and communicate these with Finance team and wider organisational staff as required.

5.4. Identify areas of risk by taking the information from the audit report or from observed practice and develop and implement new procedures and policies to minimise risk and improve accuracy.

5.5. Using technical knowledge, implement new systems and procedures with the support of the wider Finance Team/ IT support.

5.6. Ensure training for new staff takes place in new procedures and policies to ensure operations staff have up to date knowledge and clear understanding

**6. To lead and take ownership of the preparation of monthly Management Accounts identifying positive or negative trends in income and expenditure to reduce the organisation's financial risk.**

6.1. Ensure that all reconciliations on Balance Sheet nominal accounts are completed and required corrections are made before the month end reporting by checking that transactions have been entered correctly.

6.2. Ensure organisational wide journals to allocate Head Office costs to individual projects are reflected.

6.3. Collate variance analysis for review by Finance Director covering all Regions and Head Office. Work with direct reports in preparing a narrative on Income, Expenditure and salaries.

6.4. Work with payroll officer to develop a suite of monthly payroll reports which will meet operational needs and aid understanding of service viability.

**7. Responsible for leading a team of staff with responsibility for line management support and processes.**

7.1. Provide line management support:

- Finance Business Partners
- Income Manager
- Senior Finance Officer
- Payroll Officer

7.2. Conduct regular and effective Supervision and Appraisal with direct reports.

7.3. Assign tasks to meet strict deadlines, ensuring staff are knowledgeable of relevant policies and procedures to fully undertake their role.

Person Specification:

- Qualified CA/ACCA /CIMA
- Minimum of 4 years post qualification experience
- Third sector / charitable experience or ability to demonstrate translation of knowledge and skills from another sector to the charity/ not for profit environment.
- Demonstrable experience of people management and staff development
- Proficient with Microsoft Word, Excel, Outlook and preferably Sage.
- Excellent communication skills, both written and verbally.
- Ability to lead change and facilitate change process.

Organisational Responsibilities:

- You will adhere at all times to The Mungo Foundation's Policies and

Procedures.

- You will maintain a safe working environment ensuring your own personal safety and the safety of others.
- You will ensure that all statistical and/or factual information required by the organisation is collated and forwarded to the relevant personnel.
- You will communicate clearly with colleagues so that our services operate effectively.

Personal Responsibilities:

- You will encourage positive attitudes toward staff and the individuals that we support.
- You will work in a flexible way recognising the needs of the individuals we support.
- You will represent the organisation in a positive manner at all times.

#### JOB DESCRIPTION AGREED

Job-holder/Representative Job Holder:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Management Representative:

Name (Line Manager): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

