

INTERIM FINANCIAL CONTROLLER

Reports to: Interim Chief Financial Officer

Contract: Fixed Term, 28 hours per week

Salary: £60,000 pro rata (£48,000 at 28 hours per week)

The Financial Controller plays an important role within the finance team by leading on financial accounting, reporting and control activities across the group of companies ensuring that they are carried out efficiently, effectively and in line with best practice.

KEY RESPONSIBILITIES

1. Oversee, manage and co-ordinate the preparation of the monthly management accounts, with commentary and variance analysis in accordance with the agreed deadlines (currently 10 days after month end) to enable the Management Team and Board to understand the financial position.
2. Provide accurate, relevant & timely financial information to enable a balanced and objective assessment of the Group's strategy and objectives.
3. Plan and manage the timing and documentation for the annual statutory audits for all companies within the group, ensuring compliance with financial reporting standards and adherence to deadlines in order to ensure regulatory compliance and accurate, timely, annual accounts.
4. Complete the annual tax pack and review the corporation tax returns, VAT returns and other relevant taxes, ensuring that they are submitted and payments made on a timely basis.
5. Review and update, in line with good practice, the organisation internal controls documents including processes for accurate and timely billing and statement runs and collecting rent, service charge and other income. Ensure such processes are followed and action taken to regularly report and recover arrears.
6. Develop systems and procedures to ensure the efficient and effective management of the company's finances and ensure the reduction and management of financial risk.
7. Ensure that budget holders and managers understand and comply with agreed financial procedures, and to drive improvements to these systems and processes to enhance efficiency and control.

8. Lead and control the annual budget setting process ensuring a clear timetable and all team budgets are represented in a cohesive document for review and presentation to the board.
9. Maintenance of the Fixed Asset Register.
10. Create and maintain systems for reporting on key performance indicators and to ensure that funders receive agreed reports in a timely fashion.
11. Prepare monthly cashflow statements and forecast as part of the overall treasury management function and monitoring of compliance against bank covenants and reserves policies.
12. Maintain and review the IT systems used by the finance team and to work with the IT Manager in identifying IT requirements and ensuring all staff are fully trained including an induction for non-financial users according to their role.
13. Check on a monthly basis that all statutory records and returns are correct and accurate.
14. Lead on and prepare quarterly forecasts for all companies within the group.
15. Prepare quarterly covenant calculations for CSCB and report to lenders within required deadlines.
16. Flexibility to undertake such other tasks as the Group Director or line manager may require from time to time.

GENERAL REQUIREMENTS

- To comply with Coin Street's Equal Opportunities policies.
- To comply with Coin Street's Health & Safety policies.
- To comply with Coin Street's Safeguarding policies.
- To comply with Coin Street's ICT policies and procedures.
- To promote an organisational culture that reflects Coin Street's values:
 - *Creative: By looking for solutions rather than problems I will find better ways of doing things*
 - *Collaborative: By respecting the views of others we will learn, grow, and achieve more together*
 - *Committed: I do what I say I am going to do and do the best job I can.*

PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

Fully qualified accountant (CA, ACA, ACCA or CIMA).

Educated to degree standard (desirable).

Previous experience in a similar position, including experience of providing Financial Control across a group of companies.

5 years post qualification experience.

Sound and up to date knowledge of UKGAAP and International Financial Reporting Standards (IFRS).

Knowledge of a range of accountancy systems.

Proficient at using Sun, Excel and Vision Excel.

Excellent Excel modelling skills.

Proven track record and solid experience of managing a finance team.

Experience of varied accounting environments.

Experiencing of developing and redesigning systems and processes.

Analysis and interpretation of financial data and preparation of reports, statements and projections.

Experience of preparation of audit / statutory accounts.

Experience of preparation of management accounts.

Experience of rent collection systems including rent arrears.

Experience of service charging agreements.

Experience of Inland Revenue returns.

Experience of tax schedules.

Experience of insurance arrangements.

SKILLS AND PERSONAL QUALITIES

A personal commitment to and enthusiasm for Coin Street's purpose and values

Strong leadership, influencing and persuading skills.

Ability to motivate a team and achieve results through others.

Able to work in a team environment.

Effective verbal and written communication skills - the ability to present and explain financial information to non-financial professionals.

Self-motivated and able to work under pressure.

Ability to achieve results and meet deadlines.

Confident and Assertive.

Ability to problem solve, and achieve workable solutions.

I have read and agree to the above role and responsibilities.

Employee Name:

Employee Sign:

Line Manager Sign:

Date: