Job Description

Name:	
Title: Financial Controller	**Department:** Finance
Reporting to: Deputy CEO	**Grade:** 1
Responsible for: Finance Team, Estates	

Job Purpose:

To lead the Finance and Estates Team, advise the Leadership Team on Financial Strategy, and develop and modernise financial systems to optimise efficiency across the organisation.

Job Responsibility:

In this role you will be required to:

1. Provide strategic leadership of the Finance and Estates services for the company, working closely with and line managing the Head of Finance and Estates and Company Accountant.
2. Ensure that the company resources are managed efficiently, ethically and professionally conforming to all internal and external regulations and being ultimately responsible for the proper financial conduct of the company.
3. Provide strategic guidance and advice on all the company finances and estates and all financial matters relating to the group to the CEO, Deputy CEO, Leadership Team and Management Team, including setting and achieving high standards for the use of resources and value for money.
4. Support the digital transformation agenda in relation to finance, overseeing the development and maintenance of financial and accounting systems and procedures, utilising Sage Intacct for streamlined and effective financial operations, especially within the department that needs resolution.
5. Be the primary point of contact for all aspects of funding and financial/statutory returns.
6. Be responsible for ensuring the completion of the monthly management accounts, annual statutory accounts, financial returns and reports in accordance with guidance and externally determined deadlines.
7. Build close and effective internal and external relationships with key managers and relevant stakeholders.
8. Prepare and present clear and concise reports at Board and Committee level on the budget and financial position of the Ascentis company.
9. Deliver presentations at all staff gatherings and ad hoc internal and external events.
10. Oversee the preparation of the company's annual financial forecasts and budgets, forecast for corporate strategies and plans in consultation with the CEO, Deputy CEO and Leadership Team, and developing and implementing strategies for maximising the company's finances.
11. Participate in the management of major company projects as required by the Deputy CEO.
12. Lead Finance colleagues that ensure that financial systems are developed and maintained, such that: pension records and returns are up to date; there is ongoing effective liaison with the payroll company and People and Culture where necessary; income collection procedures are operating effectively and debt problems are minimised; and invoices are processed efficiently.

13 Monitor the income with the Commercial Director and the expenditure budgets across the company, giving an early warning of any difficulties, providing accurate and timely information to enable effective budgetary control, decision making and sound strategic planning.
14 Proactively manage the cash position of the company and its operating activities and reporting regularly on this aspect of financial management to the Deputy CEO, CEO and Leadership Team.
15 Oversee banking arrangements and the company relationship with its bankers, to ensure appropriate and efficient systems are in place to support the financial operation of the company.
16 Ensure that the company follows best practice in terms of financial governance and meets legislative requirements for all financial transactions, including payroll and cash handling, and ensure control measures (audit and risk management) are suitable and implemented with integrity.
17 Work with the company appointed auditors to ensure the completion of submission of regulatory reporting by the relevant deadlines.
18 Liaise on behalf of the Deputy CEO and CEO with relevant external agencies on financial matters.
19 Ensure the planning and coordinating of all tax matters with particular reference to charitable status, cash management and pension responsibilities.
20 Oversee the effective purchasing, procurement and contracting of products and services for the company, including advising others, supporting with negotiation and monitoring the process, to ensure cost-effectiveness and value for money.
21 Explore opportunities to lease part of the office space, negotiating terms and managing the contract.
22 Advise on company investments, and work with colleagues to ensure investments are managed ethically.
23 Provide professional advice to others on all relevant financial implications relating to expanding the company internationally.
24 Continually raise your personal profile as the finance lead, including supporting the Leadership Team to provide companywide financial updates and translating complex finance concepts into clear and concise information to aid organisational understanding.
25 Contribute within senior level forums such as the Board and Leadership Team Committees, enhance strategic leadership skills and align finance with broader corporate strategy.
26 Partner with leaders across the organisation to capitalise on new commercial opportunities and drive sustainable growth.

Success measures:

1 A creative and effective finance and estates strategy is designed and implemented.
2 All finance systems are fully modernised in accordance with the company's digital transformation vision.
3 An engaged and high-performing finance team.

The following responsibilities apply to all roles:

1 Contribute as required to regulatory compliance and engage with other processes including business continuity, risk management and the internal audit process;
2 Contribute to the improvement of customer service;
3 Undertake any other responsibilities or tasks that are within the employee's skills and abilities whenever reasonably instructed commensurate to this role.

As a member of staff at Ascentis you will be expected to:

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1. Understand and be committed to the Ascentis Vision;
2. Work hard and flexibly to achieve your targets and those of the Company and be positive at all times;
3. Actively support a problem-solving culture within your team by seeking to remove any barriers that stand in the way of achieving our targets;
4. Work flexibly to meet the needs of our customers;
5. Implement strategies to achieve continuous improvement in your own performance.

Status of this Job Description

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Accountability and Key Contacts:

Accountability

Deputy CEO, CEO

Key Contacts

- CEO
- Deputy CEO
- Commercial Director
- Leadership Team Members
- Executive Assistant
- Management Team Members

Key Attributes (E = Essential; D = Desirable; P = Potential)

- Qualified to degree or equivalent level with significant post qualifying experience or in-depth professional knowledge acquired through experience (E)
- Qualified accountant with experience in a similar role (e.g. CIMA, ACCA, AAT or CIPFA) (E)
- Knowledge of current legislation affecting such items as accounting requirements, taxation, payroll, pensions and VAT (E)
- Significant experience of leading and managing budgets and working with stakeholders to develop strong financial understanding and empathy across the organisation (E)
- Experience of managing substantial financial operations including account consolidation (E)
- Experience of working at a senior level with financial management systems, associated policies and procedures to ensure best practice is adopted (E)
- Ability to lead and manage compliance within an organisation demonstrating commitment to governance (E)
- Experience negotiating contractual agreements settlements and commercial disputes (E)
- Ability to demonstrate a strong business focus and commercial acumen, and skilled in strategic planning and strategic management of financial resources (E)
- Ability to build good relationships and trust with senior management and staff (E)
- Ability to persuade, motivate, negotiate and influence stakeholders (E)
- Ability to confidently challenge opposing views by presenting robust arguments (E)
- Credibility at senior level with the board, external partners and organisations (E)

- A strong understanding of ICT and new technologies and a strong commitment to digital fluency (E)
- Experience of financial accounting packages (E)
- Excellent communication and time management skills (E)
- Ability to manage own workload without direction, having the ability to prioritise in order to meet deadlines (E)
- Ability to inspire, challenge and lead highly effective teams (E)
- Ability to take ownership of tasks and outcomes, using time and resources effectively, making informed decisions with accountability (E)
- Ability to act ethically, handle information responsibly and communicate effectively (E)
- Ability to respond positively to change and uncertainty, seeking creative approaches considering different perspectives (E)
- Senior financial experience gained within the Charity sector (D)
- Experience of working on organisational change projects (D)

Agreed:

Post Holder_____ Date _____