

Financial Controller

Job Description for:

Part time

Job role

The Financial Controller is responsible for managing a small accounts team and ensuring the integrity of the financial systems and controls of the organisation. They are responsible for ensuring that accurate and timely reporting is delivered both internally and externally for the organisation as well as the continual development and improvement in the efficiency of processes and procedures.

Job Description

The Financial Controller is responsible for implementing and maintaining sound financial systems and controls in an efficient and effective manner to assist WLT in meeting its aims and legal obligations.

Major areas of responsibility include:

- managing an Accounts team and supervising the recording of financial information;
- preparing monthly management accounts for internal management purposes;
- preparing relevant financial reports to assist the CEO and Executive team in monitoring and making decisions;
- preparation of the annual budget in liaison with the Chief Operating Officer and other relevant staff;
- preparing and maintaining cash flow projections to maximise the return on surplus funds whilst retaining adequate liquidity of funds to meet short term needs;
- managing foreign currency arrangements to minimise exchange rate risks and transaction costs;
- liaising with the Conservation Programmes Team on relevant financial aspects of conservation programmes;
- maintaining investment records and assisting in the preparation of investment funding reports to external funders;
- review monthly payroll;
- preparation of the quarterly VAT returns for the trading subsidiary for submission to HMRC;
- preparing the annual Financial Statements for WLT and its trading subsidiary;
- liaising with auditors and tax advisors, and WLT's bank(s) as required.

Line Manager: Chief Operating Officer

Reviewed and approved: 03 March 2019

Next review date: 01 Feb 2020

Person specification

Formal qualifications

- Qualified accountant ACA, CIMA, ACCA or relevant experience in similar role

Experience and knowledge

- Minimum of 3 years' experience in similar role
- Thorough working knowledge of accounting software, ideally PSF
- Experience of producing financial statements
- Thorough knowledge of accounting principles and procedures

Abilities and skills

- Strong technical skills, including high level of Excel skills
 - Highly accurate with meticulous attention to detail
 - Highly organised with the ability to manage a busy workload
 - Able to plan, organise and meet deadlines
 - Driven and pro-active approach with an analytical mindset
 - Confident and effective communicator, proactive in building interpersonal relationships
 - Enthusiastic, hands-on approach with the ability to engage and support staff in meeting their financial responsibilities
-