

FINANCIAL CONTROLLER

Responsible To:	Finance Director
Responsible For:	Finance
Member Of:	Corporate Services
Type of Contract:	Part Time (24hrs per week, including 3hrs lunch/break)
Hours of Work:	Options: <ul style="list-style-type: none">• Monday to Thursday 9am-2pm and 9am-1pm on Friday (including 3 hrs lunch/break)• Flexibility available on the above hours
Holidays	25 Days (pro-rata).
Location:	BF Head Office – Chiswick (although some working from home will be available) Some national travel may be required to fulfil the duties of the role
Last Updated:	21.01.2022
Salary:	£27,000 to £32,000 pro-rata dependant on experience

1. POSITION OVERVIEW

Oversee outsourced financial processing function including reconciliation of all balance sheet accounts, to ensure trial balance is correct on an ongoing basis. Assist the Finance Director in producing high quality, accurate financial reporting, to a variety of stakeholders, in a timely manner.

This includes preparing reports, assisting with budgets, financial administration processes, including banking of cheques, assisting with payments and payroll, liaising with colleagues from across the business and external stakeholders, and supervision of the outsourced financial processing function.

2. KEY RESPONSIBILITIES

2.1 GENERAL DUTIES

- To supervise the outsourced financial processing function
- Work with the Finance Director and other staff to improve efficiencies across the organisation
- To assist the Finance Director in preparation and analysis of monthly management accounts
- Assist the Finance Director with the preparation of the annual budget and departmental forecasts
- Work with the Finance Director and external auditors to provide requested information during annual finance audit
- Assist with budgeting for BF competitions
- To work with the Finance Director and outsourced financial processing function to prepare bank payments (international and domestic)
- To complete reconciliations for selected balance sheet accounts and prepare associated working papers/schedules
- Work with staff across the organisation to ensure departmental expenditure is being recorded accurately and corresponds to finance system
- Collate required changes to monthly payroll to assist Finance Director in instructing outsourced payroll function. Maintain accurate records of staff salary and pension contribution details. Be first point of contact for staff queries about payroll.
- Call Barclays for queries related to payments or credit cards
- Manage cash held at Head Office required for international competitions
- To investigate payment queries as they arise
- Posting cheques to the bank and reporting to finance for processing
- Process required refunds through Stripe for all departments
- To ensure compliance with finance policies and procedures across the organisation

COMMUNICATION

- To liaise with external parties as required
- Be first point of contact for payment queries internally

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

3. PERSON SPECIFICATION

Qualifications/Experience

- Part qualified CIMA, ACCA
- Educated to A Level or equivalent
- Ability to use Microsoft Excel to a good level
- Computer literate, including Microsoft Office products
- Strong written and oral presentation skills

Knowledge (Essential)

Strong understanding of double entry and its importance in accounting, with ability to prepare journals for month end, year end and any other required adjustments

Previous financial data entry and reconciliations experience with evidence of daily accounting operations

Understanding of accounting systems and ability to quickly establish competence in a new system

Knowledge of management accounting, budgets, forecasts and year end processes

Knowledge (Desirable)

An understanding of a National Governing Body of Sport

Understanding of finances surrounding events (international or domestic)

Experience of working with foreign currency transactions

Understanding of Smartsheet

Personal Attributes

- Customer focused (internal and external)
- Can work independently and as part of a team
- Performance orientation, including the ability to achieve targets
- Commitment to responding and listening to customer and stakeholder needs
- Positive approach to dealing with challenging issues
- Treats people with respect
- Protects confidential information
- Self-motivated
- Creative & innovative worker
- Focused on excellent quality of service
- Continually looks to improve
- Does what's right – not what's easy
- Be inclusive

OTHER REQUIREMENTS

Essential

- Willingness to attend work away days on an occasional basis, this may include evening or weekend work.