

DMWS: Financial Controller - Job Description

Role Summary			
Job Title:	Financial Controller	People Responsibility:	Up to 5
Function:	Operations		
Geographic Responsibility:	HQ Andover	Hours up to full time (20-35)	
Reports to:	CEO	Remuneration 50-55K pro rata	Hybrid with two days in Office

Role Purpose

As an experienced and qualified Accountant, you will provide the charity with strong Management Accounts skills, including reporting, stakeholder management and risk mitigation work. You will work as part of a small, dedicated team responsible for the effective management and control of the financial functioning of a medium sized dynamic Charity.

Key Accountabilities

- Ensure financial records are up-to-date and be responsible for producing accurate financial reports within specific deadlines, supported by meaningful commentary and analysis.
- Manage the annual external audit process and preparation of statutory financial statements.
- Prepare monthly management accounts for Senior Management and Trustees.
- Take ownership of the financial reporting and management of key projects, including stakeholder management and risk mitigation.
- Manage and regularly update financial procedures and processes.
- Prepare and analyse project profit and loss accounts.
- Manage investments held with CCLA.
- Complete Budgets and Cash Flow Projections.
- Production of monthly Balance Sheet reconciliations.
- Carry out detailed expense analysis.
- Review and monitor accounts receivable, accounts payable and manage debtors.
- Recommend any early interventions to address variances.
- Manage the month end process.
- Carry out credit control duties.
- Ensure suppliers are paid in a timely manner, updating ledgers as appropriate.
- Mentor the Financial/General Administrator and oversee their financial work.
- Manage payroll including pension salary sacrifice scheme, auto enrolment and other company benefits and insurances.
- Manage any outsourced activities, the HQ Lease and other key contracts.
- Actively contribute to a culture of innovation, resourcefulness and best practice to make the best use of your time and others.
- Effectively interact with Trustee Board and Finance and Remuneration Committee

Key Capabilities/Knowledge

Ability to deal with complex problems and structures and create operational solutions.

- Leadership skills and a proactive ability to provide solutions in complex situations.
- Ability to deal with ambiguous information and data and to draw inferences appropriately and in a manner which can be supported with sound rational argument.
- Good logical and Analytical skills as well as the ability to guide staff teams through more detailed and complex project requirements.
- Interest and capability to assimilate new information technology into the organisation and advise of the appropriateness and ethics.
- To act as a guardian and champion of information security
- Exceptional writing skills - able to produce concise and accurate internal and external communications.
- Organised – with such a varied workload, an organised and methodical approach to your work is a must. You'll be able to prioritise and plan your own time, dynamically responding to changes and challenges as they arise.
- A self-starter – you'll be self-motivated, able to run with a task when given it, whilst making a judgement call on when to ask for help or guidance.
- A great communicator – working with colleagues across the business, and internal partners, you'll need the ability to communicate effectively with people at all levels.
- Capable and competent in the use of a wide range of IT systems and processes relevant to the management, storage, and creation of project office material.
- An understanding of the principles of data governance and/or a commitment to undertaking suitable training in support of this.
- An understanding of the principles of Safeguarding and/or a commitment to undertaking suitable training in support of this.
- To work in accordance with and promote our values which are: -
 - **Commitment** - We are passionately committed in heart and mind to the people we support, delivering our service whenever and wherever they happen to be.
 - **Integrity** - We act with integrity, consistency, and honesty in all that we do.
 - **People** - We support each other. We trust, encourage, and develop our staff, because we know that it is our people who make us what we are.
 - **Working Together** - We work collaboratively together and with others to provide the best possible service to the people we support.
- A current Driving Licence and access to a vehicle is required, reliable access to locations throughout the UK is necessary if needed, along with a willingness to travel and be away temporarily if required.

Experience & Qualifications

- Degree or Equivalent significant experience
- Experience of providing a multi-faceted supporting role to projects or project management
- Experienced and competent in the use of the main Microsoft 365 products (E.g. Teams, Excel, Word, Powerpoint, SharePoint) and a working knowledge of PowerBI, Planner and other project management software and tools.

- Experienced in the management of multiple tasks, timelines, and requirements from a diverse range of sources within an organisation – capable of delivering against multiple milestones to all.
- Qualification relevant to business and project support.
- Experience of the principles and requirements of Cyber Governance

Benefits of Working with DMWS

We recognise that without our staff we are nothing, they are the most important asset that we have. We offer employees the following benefits: -

- Annual Leave: We give employees 30 days a year annual leave plus Public Holidays (pro-rata'd for part-time employees).
- Pension: Auto enrolment onto DMWS workplace pension scheme – subject to eligibility. You will make a minimum contribution of 5% which DMWS will match. Contributions will be matched up to 6% by DMWS.
- Death in Service Scheme: Three times your annual salary to nominated beneficiaries - subject to eligibility.
- Flexible Working: All flexible working requests are considered - many of our staff work flexible hours and work wholly, or partly from home.
- Smart Health: Access to a 24/7 virtual GP service, with a counselling service and on-line help and support around health and well-being matters
- Work-based Parking/Mileage: For those who pay to park at their work-base, fees are repaid through expenses. Mileage claims are reimbursed in line with HMRC guidelines.
- Enhanced Sick Pay: Enhanced sick pay scheme for all employees upon completion of their probationary period.
- Staff Recognition: Staff are regularly recognised for their work by the leadership team and their peers, via internal events, social media, and industry awards.
- Personal Development Programme: DMWS supports employee continuing professional development and training.
- Above all, being part of the DMWS team means that you are making a difference to the lives of those working on the frontline.