

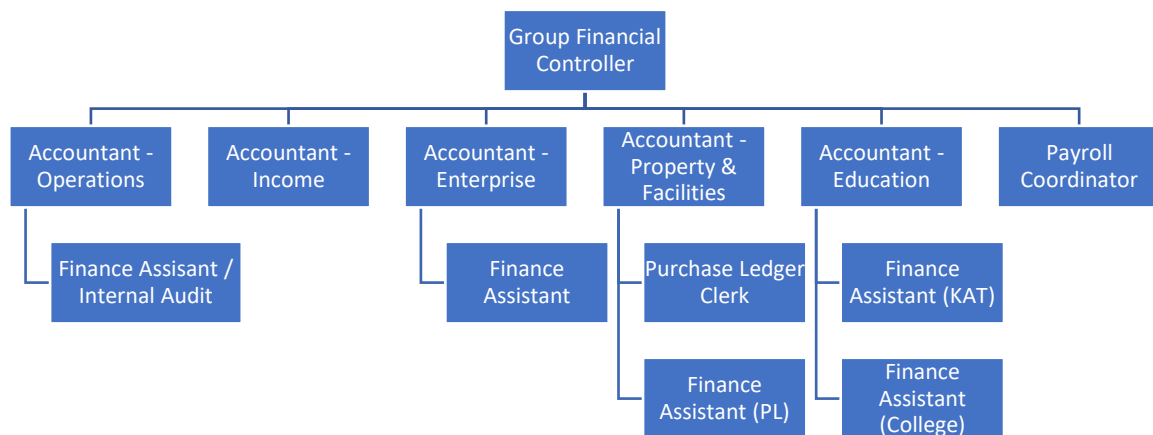
<b>Job Title:</b>	Group Financial Controller
<b>Salary Range:</b>	£70,000-£75,000
<b>Responsible To:</b>	Director of Corporate Services

### 1. Job Summary

Reporting to the Director of Corporate Services this role is responsible for leading the integration and harmonisation of the newly merged Kisharon Langdon finance team as part of the charity wide transformation.

The postholder will primarily be responsible for leading the finance team through a transition period with the objective of establishing an integrated accounting and transactional framework, to be able to deliver a unified service to all areas of the Kisharon Langdon group.

### 2. Direct Reports:



### 3. Key Tasks

- To lead the finance team through the merger transition period and establish an integrated accounting and transactional framework.
- To oversee all accounting functions and lead all the day-to-day financial controls and financial processing for Kisharon Langdon with the ability to challenge where process gaps or failures are identified.
- To provide overall leadership and management of the Finance team in achieving all operational objectives and as a proactive business partner that visibly contributes value and meets customer demand.

- To contribute to organisational and departmental strategic planning and lead relevant strategic developments.
- To lead the finance support for annual business planning and budget development and management.
- To establish and maintain effective reporting regimes for internal and external stakeholders.
- To provide advice, guidance and leadership across the organisation on key financial risks and identify mitigations.
- To manage the annual external audit across the charity group (scope as agreed); prepare the statutory financial statements and all supporting documentation; and be the key point of contact with the external auditors.
- To lead the oversight of the organisation's cash flow and investments; and maintain good relationships with bankers and investment managers.
- To work collaboratively with the Procurement team to ensure appropriate controls are in place for cost effective procurement.
- To facilitate advice across Kisharon Langdon on VAT and other taxation matters.

#### **4. Operational Tasks**

##### **Leadership**

- To lead and develop the Finance team. Ensure direct reports have clear objectives and professional development targets.
- To contribute to the development of finance, investment and risk strategies which support Kisharon Langdon's strategy and objectives.
- To contribute to the wider transition and transformation programs, acting as project lead where relevant.
- To proactively contribute as a member of the extended senior leadership team. Use business and commercial acumen awareness to deliver business objectives.
- To build close and lasting relationships with key stakeholders, to understand their business issues and priorities.
- To champion equity, diversity & inclusion (EDI).

##### **Financial management**

- To ensure accurate, reliable and efficient processing and reconciliation of all financial transactions including those relating to payroll, purchase and sales ledgers, fixed assets, investments and cash.
- To oversee preparation of annual budgets within each entity, in conjunction with service leads and cost centre managers.
- To ensure income, costs and balance sheet are correctly allocated to the appropriate funding sources.
- To provide financial oversight to property teams in setting rents, operation of the residents' utility budgeting scheme and other financial issues related to property.
- To ensure the timely and accurate completion of month-end processes to enable the production of management accounts to support decision making and proactively support budget holders and cost centre managers in reviewing income and expenditure across the organisation.
- To ensure guidance and training is provided for budget holders, cost centre managers and non-finance staff.
- To provide advice to fundraising team including bids, funders and donors.
- To identify and recommend solutions for financial risks and issues identified in the reconciliations to Director of Corporate Services.

**Treasury and investment management**

- To lead the strategic oversight of the organisation's cash flow and investments, to inform the organisation's financial strategy and decision-making.
- To ensure that cash flow is monitored and reported, and to forecast working closely with colleagues to challenge assumptions and ensure accuracy.
- To recommend when funds need to be moved to/from deposit and investment accounts to maximise revenue.
- To ensure the balances held in cash/investments by general, designated and restricted funds are in line with internal policies and statutory requirements.
- To maintain good working relationships with the bank and investment managers.

**Reporting**

- To establish effective sustainable reporting regimes for internal and external stakeholders.
- To monitor income and expenditure in relation to budget; and present regular performance management reports to the Corporate Services Director.
- To oversee production of year-end statutory accounts for Kisharon Langdon, and ensure full compliance with all financial regulations including, but not limited to, compliance with the Charities SORP.
- To lead preparation of the annual report, working with colleagues in communication and fundraising.
- To oversee all statutory returns to Companies House and charity regulator and have responsibility for company secretary duties as agreed.
- To provide support to the senior leadership team, including preparing papers and reports, for Boards and Committees as agreed.

**Financial Controls**

- To proactively ensure Kisharon Langdon's financial control framework is robust and forward-looking.
- To oversee payroll ensuring relevant financial controls are in place and provide final sign off on monthly payroll in liaison with any internal/external payroll service and the HR team.
- To ensure pension provisions are in place to meet auto-enrolment requirements.
- To lead on annual external audit.
- To create and continually strengthen processes which limit and mitigate the risks of fraud across the organisation.
- To design, develop and implement new/revised finance, procurement and expenses policies, including IT systems, which promote best practices and successfully integrate policies, procedures and services within Kisharon Langdon.

**Taxation**

- To manage all process related to VAT including quarterly returns.
- To support colleagues in fundraising to maximise Gift Aid across different income streams.

**General**

- To ensure all work undertaken is in line with data protection requirements and a high degree of confidentiality is maintained at all times.
- To keep up to date with industry and legal changes and maintain own professional development.
- To deputise for the Director of Corporate Services as appropriate.
- To act as an ambassador for Kisharon Langdon. Promote the charity's position externally and develop and maintain good relations and effective networks with relevant stakeholders.

- Undertake other projects/activities as directed by senior management and support colleagues during periods of absence and heavy workloads.

## 5. People Management

- To provide values-based leadership for employees and teams to perform at their best in building and sustaining a high-performance culture.
- To act as a role model and ambassador for Kisharon Langdon values and leadership behaviours.
- To lead, develop and manage the finance team, optimising their performance and potential and ensure that staff are organised and managed effectively in line with procedures and best practice.
- To work in partnership with the HR team to resolve disciplinary issues, grievances and performance management ensuring issues are addressed as required.
- To manage the finance team including induction, probation, supervision, appraisals and allocation of workload.
- To lead on recruitment and selection of new staff in partnership with the Human Resources team.
- To identify ongoing training and personal development opportunities for yourself and the finance team.

## 6. Key Values

In addition to undertaking the duties as outlined above, the post holder will be expected to adhere to the following:

- **Organisational Values**  
To behave in accordance with the organisation's values of excellence, responsive, caring, integrity and empowering.
- **Equality & Diversity**  
To act in accordance with the Organisations Equality & Diversity Policy, which is designed to prevent discrimination of any kind.
- **Health & Safety**  
Ensure that all duties are carried out in line with the Organisation's Health & Safety Policy.
- **Risk Management**  
Responsible for reporting complaints, incidents and near misses through the appropriate reporting procedures.  
Responsibility for attending health & safety training as required.  
Responsibility for assisting with risk assessments.

## 7. Note

This job description outlines the roles, duties, and responsibilities of the post. It is not intended to detail all specific tasks. Kisharon Langdon reserves the right to alter the content of this job description to reflect the changing needs of the organisation but is a correct reflection of the main duties of the post at the time of writing.

**8. Acceptance**

I agree to undertake the duties of the job in accordance with the above.

**Signed: ..... (Post Holder)**

**Name: ..... (Print)**

**Date: .....**

**Signed: ..... (Line Manager)**

**Name: ..... (Print)**

**Date: .....**

**This document is to be signed and returned to the HR Department on your appointment and/or at the review point for Kisharon Langdon Job Descriptions. The signed copy will be retained on your Personnel File.**

**PERSON SPECIFICATION**

**Group Financial Controller**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent professional experience.</li> <li>• Qualified CCAB or CIMA accountant.</li> </ul>	
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• A successful track record of leadership at a senior strategic level within an organisation of comparable scope, size and complexity.</li> <li>• Significant experience as a financial or management accountant including financial management of an organisation/function which includes budget monitoring and change.</li> <li>• Strong working knowledge of current UK accountancy practices and SORPs.</li> <li>• Knowledge of current payroll, pension and expenses practice.</li> <li>• Excellent knowledge of Microsoft Office and financial accounting packages.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in the social care, social housing and/or regulated sector.</li> </ul>
<b>Communication &amp; People Skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal, written and verbal communication skills.</li> <li>• Previous experience of managing and developing a finance team.</li> <li>• Experience of providing reports and advice to senior managers and board level.</li> <li>• Assertive, confident and the ability to influence in a challenging environment.</li> <li>• Demonstrable evidence of values based leadership</li> </ul>	

<p><b>Organisation Skills</b></p>	<ul style="list-style-type: none"> <li>• The ability to multi task, manage time &amp; resources flexibly and rigorously.</li> <li>• Ability to demonstrate leadership and composure under pressure, while maintaining high morale.</li> <li>• Able to work autonomously and prioritise tasks to balance emerging and changing needs of Kisharon Langdon.</li> <li>• Able to delegate tasks and project manage to meet tight deadlines.</li> </ul>	
<p><b>Specialist Skills</b></p>	<ul style="list-style-type: none"> <li>• Producing financial information for management purposes on a monthly basis and to meet year end statutory regulations.</li> <li>• Experience of cashflow forecasting, investment and treasury management.</li> <li>• Experience of leading the annual audit process, liaising with external auditors and negotiating solutions.</li> <li>• Analytical and ability to analyse complex data and produce meaningful reports.</li> <li>• Good understanding of VAT, Gift Aid, corporation tax and payroll tax.</li> </ul>	
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Candidates should indicate an acceptance of and commitment to the principles underlying the organisations Equality &amp; Diversity and Health &amp; Safety Policies.</li> <li>• Flexible approach.</li> <li>• Ability and willingness to travel to Manchester services with overnight stays as required.</li> <li>• An empathy with the cause and commitment to the vision, mission and ethos of the charity's purpose.</li> </ul>	