

JOB DESCRIPTION

Financial Controller

FIS1903



Reports to:	Director of Finance and Information Services
Location:	Central London
Salary:	£59,835 per annum
Staff Benefits:	25 days' annual leave, contributory pension, life assurance
Hours:	35 hours a week, 9am to 5 pm, Monday to Friday
Conditions:	Permanent
Closing date:	18 th April 2019

Our vision and mission

Our vision is of a world in which working horses, donkeys and mules are free from suffering.

Our mission is to transform the lives of vulnerable working horses, donkeys and mules around the world. We relieve their immediate suffering and create lasting change by working with people, communities and organisations.

About Brooke

Brooke is an international animal welfare charity working to improve the lives of working horses, donkeys, mules and the people who depend on them.

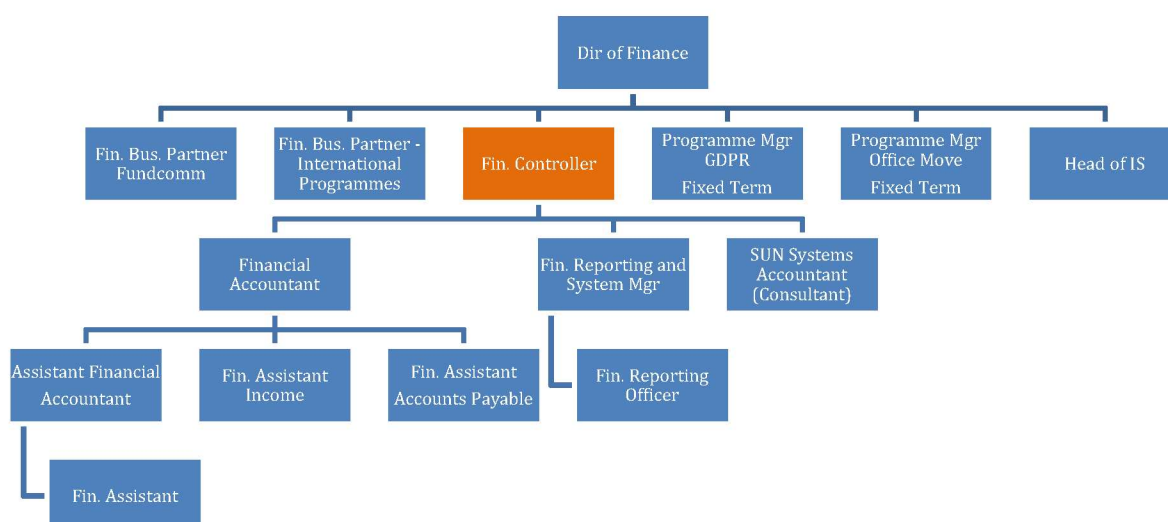
We reach over 2 million working animals across Africa, Asia, Latin America and the Middle East. Our staff include vets, animal welfare experts and advocacy and development specialists.

Our aim is to equip local people with the knowledge and skills to give their horse, donkey or mule a better life.

Our Values

We are proud to be Brooke. We are resourceful, share new ideas and help each other succeed. Together we make change happen.

Departmental Structure and Position of the Role:



Purpose of role:

- To lead the financial accounts team in the delivery of excellent financial services that is founded on robust policies and procedures.
- To lead the financial reporting team in the provision of accurate and timely financial performance of the charity that aids effective budgeting, forecasting, decision making and risk management.
- To lead the implementation of an organisation wide common financial system (SUN accounts) that supports efficient financial recording and reporting.
- To ensure Brooke has effective financial business processes and systems to achieve financial compliance with HMRC, Charity Commission, Companies Act and other regulatory guidelines.

Key tasks and responsibilities:**People Management**

- To provide inspiring leadership to the UK finance teams to consistently deliver an excellent service in financial accounts, financial reporting and the provision of financial counsel.
- To champion the PDR process to identify the coaching and development needs for team members to allow them to effectively deliver organisational and personal goals.

Financial Reporting

- To lead on the preparation of the annual statutory accounts ensuring they meet Company law, UK Accounting Standards, including FRS 102.
- To oversee the monthly processes that consistently records accurate and timely financial information that underpin the organisational performance.
- To quality assure the preparation of accurate and timely monthly budget holder reports, with relevant qualitative information for the FBPs and Financial Reporting team to disseminate to the directorates of CEO, Fundcomm, International Programmes, Strategy and Performance and FIS.
- To manage the monthly process that highlights trends in the Income & Expenditure (I&E) statement, Balance-Sheet and headcount that leads to better informed decision making.
- The effective management of financial information to the key forums of Finance Committee and Senior Leadership Team (SLT).

Financial Budgeting and Forecasting

- In collaboration with the Strategy and Performance Directorate, ensure the budgeting and planning cycles are aligned and facilitate the accurate and timely capture of UK and overseas countries financial budgets, forecasts and monthly/quarterly performances.
- Oversee the annual budget process and preparation of the budget pack (including I&E, Balance Sheet, cash-flow and headcount) for approval by the Finance Committee.
- To manage the end-to-end process for the hedging of foreign currencies in accordance with Brooke's foreign exchange policy.
- To manage the organisational business forecast process (including I&E, Balance Sheet, cash-flow and headcount) and highlight any trends and risks to SLT and Finance Committee.
- To provide input on the accurate development and capture of the Brooke's strategic plans/ budgets.

Financial Policies, System and Processes

- To ensure Brooke's financial systems and tools are capable of supporting the services the function has committed to provide to the UK customers, branches, affiliates and partners.
- To champion organisational wide processes and financial control initiatives that lead to improved monitoring and reporting of resource utilisation by Brooke's international branches, affiliates and partners.
- The timely review and payment approval of quarterly grant payments to branches, affiliates and partners.
- The timely review and payment approval of UK's monthly payroll and bi-weekly supplier invoices.
- The monthly review and approval of balance sheet accounts.
- To ensure Brooke's financial policies and procedures are documented accurately and reviewed for completeness and relevance annually.

Risk Register

- To ensure the completion of the risk register is managed in a timely manner through Directorate nominated Risk Champions and supported by the financial reporting team.
- Preparation of the risk management papers for the Senior Management Team and Board of Trustees for annual review.

Other

- Manage the tender of auditors, banking service providers and insurance underwriters in accordance with policy.

- Manage relationships with external auditors and ensure the audit and statutory accounts are completed in an efficient and timely manner.
- Manage the annual insurance process that ensures the charity is adequately covered for potential risks.
- Ensure compliance with UK legislation and regulations of the Charity Commission, HMRC including completion of Corporation Tax, VAT returns and regular Gift Aid claims.
- Perform such additional tasks as may reasonably be requested from time to time.

General

Follow the Brooke's equal opportunities statement which aims to clarify the value we place on diversity and steps we take to promote equality of opportunity for all.

Person Specification

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which the decision on who to appoint will be made. Please ensure that you show how you meet the criteria outlined below in your application.

Knowledge and experience		Essential	Desirable
1	Professional UK accounting qualification (ACA, ACCA, CIMA, CIPFA) or equivalent. Proven experience of leading financial accounts and financial reporting teams within a charity.	X	
2	Strong leadership style with proven ability to influence and coach a specialist team of finance professionals. Empowering individuals to achieve business objectives and encouraging their professional development.	X	
3	Proven ability to work independently, manage own time and team members times through effective prioritisation. Able to work effectively with senior (Directors and Heads of Departments) and junior staff.	X	
4	Proven experience of successfully delivering discrete projects (eg. IT implementation, process reengineering) and monthly/ annual financial processes (eg. period reporting, budget & forecasting).	X	
5	Strong cross- functional working skills with proven ability to form and maintain professional relationships across a diverse range of stakeholders and cultures including finance and non-finance colleagues. Able to develop relationships based on mutual trust.	X	

6	Proven experience of using the SUN financial system (Vision and Executive) to a high level of efficiency or a similar multi-dimensional accounting system. Excellent grasp of Microsoft Outlook, Word and in particular Excel to develop trend analysis models.	X	
7	Excellent written and verbal skills with the ability to adapt style to suit audience. Proven negotiation and influencing skills.	X	

Brooke Competencies	Skills & Abilities
Self-Management	Taking responsibility for own actions, behaviours and outcomes
Learning	Taking responsibility for own learning and fostering growth and development in others
Relationship Building	Creating and maintaining harmonious and constructive working relationships with others internally and/or externally
Planning and Organising	Ensuring that time and resources are utilised to best effect for the achievement of the Brooke's goals and our mission and that others are committed to agreed courses of action
Effective Decision Making	Making clear, informed and timely decisions that lead to effective outcomes in line with the Brooke's mission.
Change and Improvement	Seeking out and developing new ideas and approaches, responding positively and constructively to change and fostering a culture of continuous improvement
Collaboration and Cooperation	Working respectfully, effectively and collaboratively with others in your team, across the organisation and externally to deliver effective outcomes
Communication & Influence	Communicating clearly, concisely and compellingly in a manner that is appropriate to the audience. Engaging respectfully with others both internally and/or externally to persuade them to adopt courses of action that are in the best interests of the organisation and the animals.

This job description is a written statement of the key aspects of the above job. This document details the main responsibilities, tasks and includes a note of the skills, knowledge and experience required for a satisfactory level of performance. A job description is not intended to be an exhaustive account of all aspects of the duties involved

Employee benefits:

If you would like to know more about our employee benefits, please visit:

<http://www.thebrooke.org/jobs/employee-benefits>

If you wish to get in touch with us, please contact HR at recruit@thebrooke.org

