

Job Description

Job Title:	Group Financial Controller
Reporting to:	Chief Executive
Salary:	£45000 pro rata (negotiable)
Contracted hours:	37.5 hours per week (minimum 30 hours available) Monday - Friday
Contract type:	Permanent

Key Purpose

The Group Financial Controller will be a member of the Senior Management Team (SMT). They will be responsible for developing financial plans, budgets, forecasts and analysis to ensure an efficient and cost-effective organisation. They will be involved in the preparation of the company accounts for the current operations and for new and emerging business divisions. They will support the Chief Executive in financial analysis for strategic decision-making purposes and will be responsible for bringing financial leadership and innovation to the Senior Management Team.

In addition to management of the Finance team they will be responsible for overseeing the operations and IT functions of the organisation.

Specific Duties

- To contribute as a member of the Senior Management Team to the development and ongoing review of corporate strategy and delivery of Employers For Childcare's business plans.
- Develop a 3-5 year strategic plan for the Commercial function to deliver the business needs.
- Lead on identifying and implementing internal and external commercial opportunities, including business growth, cost saving initiatives, revenue generation, and internal operational efficiencies;
- Identify business risks and areas where the business can deliver cost reductions.
- Prepare monthly, quarterly and annual management accounts within a tight time frame, and provide insightful analysis and commentary on variances.
- Prepare management reports on a regular and ad hoc basis to support proposed strategic decisions.
- Work closely with other members of SMT, interpreting and analysing their departmental results and help develop action plans.
- Preparation of annual budgets and forecasting for new emerging businesses.
- Prepare financial analysis and present to quarterly board meetings.
- Assist with year-end audit and liaising with auditors.

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- Ensure that the finance function has robust and compliant processes that are able to scale up as the business grows, producing timely, accurate financial information, ensuring disciplined financial controls and identifying opportunities for improving efficiencies within the function.
- Manage all finance processes including the production of statutory accounts, month end accounting processes, consolidation of the profit and loss account, balance sheet analysis, conducting cost variance analysis - actual versus budget, sales targets analysis and ensure internal controls are applied.
- Lead and support the team in implementing continuous improvement opportunities across all aspects of the organisation.
- Oversee IT development work and liaise with external IT support provider to ensure that projects are completed within the agreed time frame. Attend regular update meetings to discuss SLA.
- Manage key contracts, for example landlines, broadband, mobile phones and other office equipment to ensure good service and value for money.
- Liaise with bank manager to discuss and manage financing arrangements.
- Liaise with insurers to ensure adequate insurance is in place for the organisation.
- Liaise with other key stakeholders as and when required.

Staff Management

- Be responsible for managing staff performance of the Finance Manager and Office Manager.
- Offer ongoing support and supervision to staff and ensure annual appraisals and training needs analysis are carried out within agreed timescales.
- Monitor daily workload of team members to ensure quality, consistency and accuracy of responses to and interaction with clients.
- Ensure all team members are performing to agreed standards and targets.
- Collate information, analysis reports and present summary in agreed format as and when agreed to SMT.

Communication, Personnel and Organisational Development

- Participate actively in staff and team meetings to update and share information with colleagues.
- Participate in regular staff training and development activities on company services, operating systems, processes and procedures and contribute to same.
- Acquire and retain in-depth knowledge of existing and new company services.
- Take ownership of own training and development by putting forward personal training needs, undertake such training as is required to meet these needs and fully utilise all training and support materials which are available.
- Become familiar with the general duties of other staff and assist with other duties as required.
- Train colleagues in general duties of post in order to ensure organisation has adequate cover in times of need.

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- Undertake any other reasonable duties appropriate to the achievement of the organisations goals and targets.

Information Security

- Comply with the organisation’s Security & Confidentiality policy at all times, ensuring the highest levels of information security, data protection and confidentiality.

This job description is neither exhaustive nor exclusive and may be reviewed depending upon operational requirements and staffing levels.

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