

JOB DESCRIPTION

Interim Financial Controller

A fixed term, 12 month post. Full-time, but flexible working/0.8 FTE considered.

Key objectives:

- To ensure the smooth and accurate running of the finance function of the Devon Guild Group.
- To review and streamline the Devon Guild Group's financial systems, records and reports in order to enable accurate forecasting, informed decision-making and successful fundraising that supports the delivery of the organisation's objectives.
- To make recommendations with regard to the future structure of the Guild's finance function.

Responsible to/for:

The Financial Controller is responsible to the Executive Director.

The Financial Controller is responsible for the Finance Officer.

Key outputs:

1. Develop, manage, review and maintain all financial systems and records for Devon Guild of Craftsmen, Devon Guild Ltd and the David Canter Memorial Fund. This includes undertaking day to day transaction posting, (such as bank receipts and payments, and journal adjustments), setting up bank payments, supervising the Finance Officer in maintaining the purchase ledger, cash control, monthly preparation of Members' sales' statements, performing monthly bank and control account reconciliations, and inventory and fixed asset accounting.
2. Review existing procedures and processes with a view to identifying and implementing process efficiencies. Produce a set of standard operating procedures.
3. Provide financial analysis and reports to support increased efficiency throughout all departments of the organisation.
4. Provide accurate monthly management accounts and reports for the Executive Director, Board and relevant sub-committees so they can make informed strategic decisions in the best interests of the organisation.
5. Ensure all statutory financial and other records, compliances and related inspections are met on time and records kept with regard to PAYE, NI, VAT, Companies House, Charities Commission, insurance, audit requirements and pension provision.
6. Contribute to the development of fundraising strategies and applications.
7. Identify and implement cost-savings.
8. Provide support and guidance to all budget holders for the effective management of delegated budgets, including all restricted funds and ensuring compliance with grant conditions and financial reporting requirements.
9. Manage direct report, ensuring they are enabled to deliver their areas of responsibility efficiently and effectively.

- 10. Liaise with auditors, bankers, HMRC and other financial advisers.
- 11. Carry out any other duties commensurate with the job role.

PERSON SPECIFICATION

Essential

- ACCA/CIMA/ACA Qualified or qualified by experience
- Experience of Excel
- Excellent up to date knowledge of relevant changes in legislation such as with HMRC
- Strong financial background with proven experience of working in both financial and management accounting roles
- Excellent organisational skills, attention to detail and ability to input data accurately
- Effective and proactive communicator with good leadership skills
- Ability to manage a significant workload and meet strict deadlines
- Charitable sector experience
- Confident, proactive self-starter.

Desirable

- Experience of working in an arts or membership organisation
- Experience of working in finance in the retail or hospitality sector
- Experience of Sage Line 50

COMPETENCIES

The Devon Guild operates a competency based appraisal process. The competencies associated with Grade 2: Senior Manager are listed below.

<p>Leadership and Strategic Thinking</p> <ul style="list-style-type: none"> • Clearly communicates Charity's strategy and objectives • Assists in developing strategic plans to integrate operational requirements with longer term goals. • Identifies long term business or technological opportunities • Forecasts long term implications of change and develops new concepts or plans that challenge accepted views • Identifies new services, work processes or information flows and integrates these into existing methods • Prepared to take radical action to safeguard longer term strategy • Helps to formulate business strategy through knowledge of marketplace and feedback from others • Takes effective decisions and long-term and strategic responsibility for entire areas of the Guild's work
<p>Management and Team Working</p> <ul style="list-style-type: none"> • Visible in their activities and approachable to all members of staff • Encourages learning and opportunities to apply skills • Encourages open communication to promote good morale and co-operation • Identifies and prioritises future skill and development needs across the organisation • Monitors performance and gives effective feedback. Addresses poor performance, is fair, consistent and unbiased • Sets objectives and personal development plans; ensures staff have the necessary skills

Communication
<ul style="list-style-type: none"> • Establishes and maintains important contacts and relationships. • Gives clear and cogent advice at Board level on issues which may have a significant impact on the performance, profitability or reputation of the Charity. • Uses negotiating skills regularly to resolve important issues and reach agreement on the way forward. • Briefs and gives advice outside own section on key issues. • Understands the attitudes, needs and interests of key people both inside and outside the charity, uses this to gain support for important changes or new initiatives
Thinking and Decision Taking
<ul style="list-style-type: none"> • Systematically reconciles conflicting pressures into consistent and intelligent business decisions affecting both own job and related Charity areas. • Works with general policies and functional goals with wide day to day discretion in implementing policies and plans across major functions • Accepts the need to make unpopular decisions in certain situations. Takes responsibility and is prepared to defend a decision
Focusing on Delivery
<ul style="list-style-type: none"> • Regularly reviews structure and systems of a department. Develops annual operating plans and budgets for this. • Assists in drawing up contingency plans; maintains focus on key objectives for self and team. • Helps others focus on results that must be achieved while taking actions to minimise the risks • Sustains superior performance, relates all activities and decisions to Charity needs and strategy
Customer Focus
<ul style="list-style-type: none"> • Is keenly attuned to the changing nature of the Charity and its future needs. Understands business/tactical goals for own area of the Charity • Assists and advises on bringing new opportunities to the Board (DGL and DGC) and ensures audience development is at the forefront of strategic planning. • Is able to give informed advice on the services provided by some, or all sections and areas of the Charity's work • Assists and supports in providing innovative solutions which are considered as best solutions within the sector
Financial and Sector Awareness
<ul style="list-style-type: none"> • Able to liaise with external professional advisers and maintain an overview of the charity's financial integrity and security. • Provides financial analysis to support strategic decision making. • Understands the views of different stakeholders • Puts forward convincing presentations at Board level on complex financial issues and responds effectively to questions. • Produces accurate and timely reports or management accounts, and is aware of financial aspects of external environment.
Learning and Improving
<ul style="list-style-type: none"> • Actively promotes a learning culture which supports organisational objectives and plans. Ensures organisational development and adapts policy / procedures and plans in the light of learning • Demonstrates full understanding of own field or specialism • Maintains networks with innovators and seeks out new opportunities. Active member of relevant professional organisation