**POOR SERVANTS OF THE MOTHER OF GOD**

Maryfield Convent, Mount Angelus Road, Roehampton, London SW15 4JA

Tel: 020 8788 4351 Fax: 020 8780 9843 Registered Charity Number: 227931

**Job Description**

**Job title:** Financial Controller

**Service/Location:** PSMG UK Area Office (Brentford – Base) and visits to other PSMG UK sites as necessary.

**Reporting to:** Director of Finance

**Responsible for:** Financial Management and Reporting requirements for PSMG UK Area (PSMG office, Communities, FTF Services, Accommodation Services)

**Purpose of the job**

Responsible for all aspects of financial management, including Charity accounting, regulatory and financial reporting, budget preparation, development of robust internal control policies and procedures, development and management of a highly effective finance team in Brentford and across remote locations, business partnering with other departments and each service unit to better support the divisions, engage in continuous improvement of financial systems and performance analysis.

Reporting to the Director of Finance you will oversee a team of persons based both in Brentford Office and other remote locations.

**Main duties and responsibilities:**

1. **Financial management and reporting.**

* Oversee the production of monthly financial information and quarterly financial accounts and detailed analysis on a service level and consolidated basis. Reporting timelines are of crucial importance.
* Prepare detailed management reports on a quarterly basis, giving insight into the financial performance of individual units and services as a whole. This will include detailed variance analysis compared to budget.
* Manage the production of annual financial accounts for audit purposes and also provide other information for the overall reporting obligations of the Charity as a whole as requested by the Director of Finance and Bursar General.
* Business partner with other departments and services to promote financial awareness and good decision making across PSMG UK area based on shared understanding of financial goals.
* Develop robust internal recharge mechanisms and cost recovery procedures to support the allocation of costs and production of accurate costings and reports for PSMG.
* Provide support to the Director of Finance, Bursar General and the Generalate Office on a routine and ad-hoc basis.
* Ensure compliance with HMRC, Charity Commission and other applicable regulatory bodies.

1. **Payroll**

* Ensure effective and efficient processes are in place to make timely and accurate salary payments to all employees, HMRC, Pensions providers and other collection agencies. This relates to payroll for the entire organisation, including Generalate office.
* Review all payroll data collection processes and implement changes where required in order to have standard and consistent practices across the organisation.
* Ensure adequate cover is in place within the team for unplanned payroll administrator absences.
* Maintain clear workflows for payroll data to and from HR department (HR database) and external payroll services provider.

1. **Development of Finance Team’s Capabilities and Capacities.**

* Set and implement annual development goals and targets for the Brentford and FTF finance teams. The development goals and targets should be aligned with the broader organisational goals set by the Charity specifically in relation to finance.
* Mentor your direct reports and set mutually agreed development plans to help support their growth and keep them motivated.
* Ensure that each member of the team is adequately equipped with the right skills and experience to do his/her job well. Mentor direct reports whose performance or reporting is not up to standard and support your direct reports when they are dealing with similar issues with their team members. Suggest additional and ongoing training where required.
* Ensure long term succession planning in line with the Charity’s longer term objectives. Regularly review resourcing levels and recommend changes to the Director of Finance where necessary.
* Keep the team informed of any financial regulatory and accounting standards changes.
* Organise regular team events and encourage knowledge sharing, good communication and shared values.

1. **Developing organisational processes and systems.**

* Ensure the financial software in use is up to date and appropriate for the needs of the organisation. Consider other options in the market that may be more suitable and make adequate recommendations to the Director of Finance.
* Ensure effective financial systems are established and strengthened to make timely and regular payments to suppliers, consultants, tax authorities and employees.
* Review all workflows and processes on a regular basis to ensure data flow is efficient and that processes are in line with organisation policies.
* Maintain and update the finance policy manuals in line with changing requirements.
* Implement suitable and standard reporting templates across all services to capture operational and financial data for improved analysis and reporting purposes.

1. **Treasury Management**

* Ensure PSMG UK Area’s funds are secure and cash flow is managed effectively across all services to maximise returns. Excess funds should be remitted to Generalate in a timely manner.
* Review cash-flow forecasts on a monthly basis in order to ensure sufficient funds are available to each service to meet its obligations and any excess funds are remitted to the Brentford office.
* Ensure that the Charity’s funds are secure and used for the benefit of the organisation and in accordance with internal policies and external regulators.
* Manage and administer all credit card schemes and encashment facilities for PSMG UK Area.
* Assist the Generalate team where required.

1. **Annual budget.**

* Develop and manage the annual budgeting process across UK Area activities. Critically review submissions together with budget holders, Directorate team, Director of Finance and Bursar General.
* Prepare and submit detailed budget commentary to the Trustees for their review and final approval.
* Follow specific instructions and recommendations given by the Trustees in the budget approval letters and provide feedback on actual financial results on a quarterly basis to the Directorate team and Director of Finance.

1. **Other**

* Attend and contribute to various meetings and training events organised as part of self and organisational development, some of which may be off-site and/or require overnight stay.
* Maintain confidentiality at all times.
* Carry out these and any other duties as reasonably required in accordance with the Charity’s policies, procedures and ethos.
* Assist where required with the implementation of new HR software.

PERSON SPECIFICATION

**Job Title**: Financial Controller – Central Finance Team

**Salary:** Between £40,000 and £45,000 p.a.

**Location:** Brentford Office (base) and visits to PSMG UK sites as necessary

| **Attribute Heading** | **Essential** | **Desirable** | **Method of Assessment** |
| --- | --- | --- | --- |
| Work experience/ knowledge | Substantial financial management and reporting, experience, including budgeting.  Managing and nurturing inter-department relations with senior managers sharing common strategic goals.  Strong up to date technical skills in financial standards, employment law and other relevant governing bodies.  Experience in managing, mentoring and developing teams based in remote locations.  Development of effective systems and procedures to streamline operations  Experience in dealing with auditors, bankers and advisors.  Cash flow management across numerous bank accounts and services.  Detailed knowledge of Payroll | Knowledge & experience within Social Care sectors or corporate labour- intensive service environments. | Application form, interview, references |
| Education and Qualifications | ACCA/ACA/CICMA qualified with at least 3 years’ experience at senior level | Substantial post qualification experience | Application form and certificate(s) |
| Skills and Abilities | Working knowledge of Sage Line 50 accounting software  Intermediate or advance IT skills, including Excel, Word and e-mail  Business partnering skills to work with non-finance departments and senior managers.  Excellent communication (verbal and written) skills.  Ability to ‘think outside the box’ and continuously develop systems and processes.  Ability to create positive work environments and nurture team building and motivational activities.  Ability to work with a range of different personalities and teams  Demonstrate ability to positively influence peers and functional teams to achieve the Charity’s strategic goals | Presentation Skills – Microsoft PowerPoint  Prior dealings with government authorities, especially in relation to pricing and tendering for additional services. | Application form, interview, references, test |
| Disposition and Attitude | Commitment to PSMG ethos and values.  Positive attitude with a ‘can-do’ approach  Continuous development and improvement ethos. |  | Interview and references |
| Other Factors | Ability to work flexibly to achieve deadlines  Regular travel to different service locations with the occasional overnight stay  Team player willing to ‘roll up sleeves’ where required.  Pro-active trouble-shooter willing to take on the challenge to improve processes in the longer term |  | Interview |