

BEN – MOTOR AND ALLIED TRADES BENEVOLENT FUND

JOB DESCRIPTION

LOCATION:	BEN Head Office, Lynwood Court, Lynwood Village, Rise Road, Ascot
POST:	Financial Controller
DEPARTMENT:	Finance
REPORTS TO:	Finance Director
LINE MANAGES:	Accounts Payable Officer, 3 Finance Assistants and, after implementation of changes to sale and procurement processes, management accountant.

MAIN PURPOSE: Responsible for Financial Accounting function delivery of effective financial processes and controls that support business objectives and operational needs.

The Financial Controller will have a key role in enabling Ben to improve its financial processes and will initially focus on the sales and procurement processes.

KEY AREAS OF RESPONSIBILITY:

1. Manage and develop finance staff, ensuring that their recruitment, training, supervision and performance management is effective in order to fulfil individual and team objectives.
2. Ensure financial processes and controls operate effectively and efficiently on a day to day basis and develop and implement reporting measures to demonstrate their operation. Ensure that all reconciliations completed on timely basis and differences are investigated and resolved promptly.
3. Manage the group's invoicing and fee collection process ensuring prompt collection of monies due. Work with the Business Transformation team to quickly implement a revised process.
4. Manage the group's procurement process and work with the Finance Director and Business Transformation team to quickly implement an updated process to improve cost control.
5. Implement a review of existing processes and controls to identify improvements that can be immediately implemented.
6. Actively participate with the Group's Business Transformation project to identify implement a new finance systems ensuring a smooth transition to a new system.
7. Develop and implement financial policies, maintaining finance manual for the Company, ensuring that it remains current, relevant and accessible to staff.
8. Prepare financial statements for the Group and all subsidiary companies.

9. Complete VAT returns and all tax returns ensuring that Gift Aid and Investment Tax are reclaimed promptly.
10. Manage the group cash flow, loan management, and investment reporting.
11. Manage the monthly financial process to enable the production of accurate and effective management information, budgets and forecasts.
12. Assist the Finance Director in developing a risk management process.
13. Provide regular progress reports to the Finance Director on issues affecting company performance.
14. Follow health, safety and environmental guidelines and procedures in respect of personal and Finance department activities.
15. Support diversity and equality of opportunity in the workplace.
16. Undertake any other duties specified from time to time by the Finance Director.

Person Specification

Essential

- Qualified Accountant (ACCA, ACA, CIMA, CPFA)
- Minimum of one year's post qualification experience.
- Staff Management experience.
- Experience of preparing Financial Statements.
- Experience of identifying improvements in financial processes.
- Experience of practical, hands on, problem solving with accounting reconciliations.
- An enthusiastic attitude to managing and dealing with change.
- Excellent working knowledge of MS Excel and Word.

Desirable

- Experience of Vat reporting.
- Experience of Charity accounting

All matters concerning BEN's beneficiaries and staff are strictly confidential and shall not be divulged or discussed with staff, other beneficiaries or anyone, except as necessary in their professional interest.

This job description is not intended to be an exhaustive list of responsibilities and will be regularly reviewed and amended as necessary after consultation.