

THE PICKAQUOY CENTRE

POST OF FINANCIAL CONTROLLER

JOB DESCRIPTION

SALARY:	£ 41,233.70 + Attractive Benefits Package
NO. OF HOURS:	35 hours per week
DATE PREPARED:	April 2022
REPORTS TO:	Managing Director
RESPONSIBLE FOR:	Finance & Administration Team/Cinema and Hospitality Team

PRINCIPAL FUNCTIONS:

1. Manage the day to day running of the finance and administration function including: accounts payable, accounts receivable, cash, inventory, payroll and fixed assets.
2. Management and development of senior staff within F&A, Cinema and Hospitality functions.
3. Manage month-end close procedures and prepare accurate and timely monthly management accounts with variance analysis for presentation to the Managing Director and Board of Trustees.
4. Prepare monthly balance sheet reconciliations.
5. Manage the annual budget setting process, liaising with senior management and budget holders.
6. Manage and coordinate all compliance/governance requirements including quarterly VAT return submission, insurance whilst understanding the Trust's charitable status.
7. Manage and coordinate the annual external audit.
8. Ensure compliance with key financial controls.
9. Drive continuous improvement and ensure best practice in all finance and administration policies and procedures.
10. Support Managing Director with financial analysis and input as required to the strategic development.
11. Provide effective business partnering to senior management team, including monthly management reporting and financial risk analysis information.
12. Identify, evaluate and drive ideas for efficiency savings and revenue generation, including grant funding opportunities.

PERSON SPECIFICATION

Financial Controller

Attributes	Essential	Desirable
Professional / Educational Qualifications – <ul style="list-style-type: none"> • Qualified accountant (CA, ACCA, CIMA or equivalent) 	✓	
Relevant work / other experience – <ul style="list-style-type: none"> • Experience in leading a Finance function • Experience in budget preparation and regular management accounting • Experience working with an accounting system (Access, Sage, SAP etc.) • Strong Excel skills • Track record of delivering high quality results under deadline 	✓ ✓ ✓ ✓	✓
Skills and Abilities – <ul style="list-style-type: none"> • Excellent attention to detail and prepared to work at a detailed level where necessary • Commercially focused with robust numerical and analytical skills; experience of adding value • Articulate with strong influencing, verbal and written communication skills 	✓ ✓ ✓	
Personal Qualities – <ul style="list-style-type: none"> • To be conscientious and treat all sensitive information in a confidential manner • To have first class organisational and communication skills with the ability to converse on all levels • To be meticulous in your own and your teams personal presentation and adopt the Centre's dress code 	✓ ✓ ✓	