



## Role Profile

The Role			
Role Title:	Assistant Financial Controller	Reporting to (job):	AD Finance
Legacy job titles covered by this role profile:		Jobs that typically report into this role:	N/A
Function / Org Unit	Finance, IT & Planning / Finance	Job Number:	
Base and travel	Southwater / Home.	Band ( <i>to be assigned by Reward</i> )	
Role Dimensions			
Number of direct reports	0	Manager/Individual Contributor:	Individual Contributor
Number of dotted line reports	0	Budget (Operating/Capital)	N/A
Total No of Reporting Staff (include all direct and indirect reports)	0	Decision Making Authority & Responsibility for Resources	<p>The post holder will be required to anticipate problems and resolve them in a professional and timely manner.</p> <p>The post holder has delegated authority to make decisions in line with internal and external policies, procedures and statutory requirements, and in line with best practice guidelines.</p> <p>The post holder will be required to make judgements involving complex facts or situations which require the analysis, interpretation and comparison of a range of</p>

			options whilst minimising the financial risk to the organisation.  will be required to validate and reconciling expenditure and deductions against payments made to staff, HMRC and Pension schemes circa £40m
Working Environment	In the post covid environment, the vision is for staff to work from home or 2-3 days per week. The core office is near Horsham with a plan to open a London office in Q4 2021. However most operational staff in the team based in Sussex so access to this office will be important.		
Role Purpose	To play a key part in the production of regular accounts, reconciliations and control procedures, coordinating the production of returns to HMRC.  Be the first point of contact to external stakeholders advisors in relation to pensions, investment, tax, banking and other professional services questions by providing guidance and knowledge sharing,		
Principal Accountabilities	<ul style="list-style-type: none"><li>• Producing annual statutory accounts for submission to Companies House and the Charity Commission</li><li>• Managing and leading external reporting requirements such as banking covenants.</li><li>• Preparing group consolidations, included some RSPCA Branches</li><li>• Collaborating with the Management Accountants, assisting in the production of enterprise level management accounts for Executive Leadership Team &amp; Board</li><li>• Assisting with systems implementations, developments &amp; improvements.</li><li>• Drawing from experience liaising with external auditors and advisors.</li><li>• Treasury management - in close alignment with the Finance Operations Manager</li><li>• Tax compliance and planning</li><li>• Maintaining and developing accounting policies and controls by drawing from own knowledge and skills</li><li>• Leading on various project work within the Finance Department. Managing end to end.</li><li>• Reviewing the current process and leading / owning the changes.</li><li>• Assist the FC with various tasks</li></ul>		
Key Interfaces	<ul style="list-style-type: none"><li>• The wider finance team, including the Finance Director</li><li>• Other teams across the society - in particular supporting the development of financial literacy.</li></ul>		

The Person	
<b>Personal Attributes and Key Competencies</b>	<ul style="list-style-type: none"> <li>• <b>Specialist knowledge</b> - Understands all aspects of financial reporting &amp; control and maintains technical knowledge. Working knowledge of tax issues.</li> <li>• <b>Planning, action orientation &amp; results driven</b> – Organises and prioritises work, takes the initiative and focuses on delivery.</li> <li>• <b>Quality orientation</b> - Shows awareness of goals and standards. Follows through to ensure that quality and productivity standards are met.</li> <li>• <b>Flexibility and resilience</b> - Successfully adapts to changing demands and conditions. Maintains effective work behaviour in the face of setbacks or pressure.</li> <li>• <b>Personal motivation</b> - Commits self to work hard towards goals. Shows enthusiasm and career commitment.</li> </ul>
<b>Essential Key Skills, Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Accounting qualification such as ACA or CIMA</li> <li>• To have a demonstrable and expert understanding of financial reporting in UK Charities</li> <li>• Demonstrable knowledge of tax, treasury and investment issues</li> <li>• Demonstrable experience of managing audits (from auditor or client side)</li> <li>• Understands best practice for financial controls</li> </ul>
<b>Desirable Key Skills Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Management of audits background</li> <li>• Charity sector experience</li> <li>• Sage experience X3</li> </ul>

Creation and Authorisation		
<i>Statements in this Role Profile are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.</i>		
<b>Profile written by:</b> Davinder Goha	<b>Role:</b> AD- Finance	<b>Date:</b> July 2021
<b>Approved by (operations):</b>	<b>Role:</b>	<b>Date:</b>
<b>Approved by (HR):</b> Lauren Burnett	<b>Role:</b> HRBP	<b>Date:</b> July 2021
<b>Date Job last evaluated:</b>		

