



JOB DESCRIPTION

POST TITLE:	Financial Controller
RESPONSIBLE TO:	Director of Finance and Operations
LOCATION:	5 Castle Road, London, NW1 8PR
HOURS	Full time (35 hours per week) or Part time (min 28 hours per week)
SALARY	£40,000 – 50,000 (pro-rata for part time)

JOB PURPOSE

To manage the finances for the Fair Trials group, including the individual entities and globally. Fair Trials is a fast growing and dynamic organization. It is growing not only its income but also its influence in its human rights field. The role provides an opportunity for an ambitious, technically strong and outgoing individual to become the go to person for financial and many operational matters for the CEO and staff throughout the organization. The role will require someone who is hands on but also analytical and able to work effectively with non-financial staff both within and outside the organisation.

MAIN DUTIES & RESPONSIBILITIES

- Trusted financial support
 - Provide trusted financial and operational support to staff and managers throughout the organisation and to partner and donor organisations.
 - Improve financial processes and information flows.
- Statutory Accounts
 - Produce the annual statutory accounts following the SORP for all legal entities and globally
 - Manage external audits.
- Group and individual charity financial control
 - Management of the accounting system (Quickbooks) for each of Fair Trials entities
 - Financial oversight of expansion in the US Charity and running of the Belgian Charity
 - Monitoring of cashflows and currencies across the Group
 - Review and updating of financial policies and procedures where needed, ensure

- compliance
 - Ensure Balance Sheet control accounts are reconciled on a regular basis
 - Manage intercompany matters.
- Budget preparation and management for the Group
 - Manage the budget and quarterly reforecasting of income, costs, cash flow
 - Help budget-holders understand particular elements of their expenditure
 - Working as part of a cross functional team preparing budgets for grants including liaison with partners
- Group Management Accounts and grant reporting
 - Production of monthly reports from Finance System
 - Work with Development Manager to understand income and receipts
 - Help managers understand key variations or patterns in expenditure and income
 - Investigate key finance issues with managers and implement corrective action
 - Produce draft quarterly management accounts for the Board of Trustees, including: (a) year to date performance; (b) income and expenditure forecasts; and (c) cashflow forecasts (d) narrative
 - Maintain an overview of performance against budget, in particular for restricted grants
 - Reports to donors
- Other
 - Support staff allocations and timesheet process
 - Authorise payments and payroll
 - Ensure Gift Aid is claimed regularly and that other tax returns are submitted in a timely fashion

PERSON SPECIFICATION

- Relevant accounting qualifications
- Experience in producing budgets, management accounts and forecasts for presentation to non-financial staff
- Experience of the financial management of restricted grants, producing consolidated accounts and working across multiple currencies
- Experience of producing year-end accounts and of working with auditors
- Knowledge and experience of financial processes and controls
- Dynamic, flexible, organised
- A team player, able to build effective relationships with, and earn the trust of, people across and outside the organisation
- Good excel and word skills and experience of financial systems.

Other

Right to work in the UK is required.

Fair Trials, November 2018