Job Title: Financial Controller

Reports To: Head of Finance

# Job Purpose

As our Financial Controller, you'll play a vital role in maintaining the financial sustainability of Affinity Trust. You’ll use your expertise to help us ensure that sound financial management is in place through efficient and effective finance process and a solid environment for financial control.

You'll be instrumental in guiding the Charity to meet its legal and regulatory obligations by ensuring our finance systems, tools, and processes run efficiently, empowering teams to make every pound count.

Together we make it possible to maximise our impact for individuals with learning disabilities and autism, making a meaningful difference to their lives.

# Key Responsibilities

1. Deliver efficient and effective transactional finance processes that enhance Affinity Trust’s overall financial performance and stakeholder satisfaction.
2. Establish and maintain a robust financial control environment that actively mitigates risks, ensuring compliance with financial policies and procedures to support sound financial management.
3. Support the financial year end cycle, including preparation of the statutory accounts and successful completion of the year end audit contributing to the Charity’s financial integrity.
4. Ensure full compliance with legal and regulatory obligations by timely preparation of VAT and other tax returns therefore minimising financial risks and penalties.
5. Provide ongoing cash flow management, highlighting potential liquidity risks and opportunities.
6. Cultivate a high performing transactional finance team through conscious leadership, mentorship, and professional development, driving team success and engagement.
7. Empower non-financial managers to enhance their understanding of financial accountability, resulting in improved financial management across the Charity.
8. Promote a mindset of continuous improvement in finance systems, tools and processes, leading to increased efficiency and effectiveness.
9. Develop and maintain strong working relationships with professional advisors, including our banking partners, auditors, tax advisors and investment managers to support strategic financial decisions and ensure collaborative success.

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| Factor | Essential | Desirable |
| Skills, Competency & Values | **Stakeholder management** – proven ability to build strong and effective working relationships with key stakeholders. **Team management** – experience of managing and developing finance teams, including through use of coaching and mentoring. **Technical skills** – strong knowledge of UK financial accounting and reporting standards and regulations, working knowledge of VAT concepts.**Process Improvement** – demonstrable experience of streamlining finance systems, tools and processes.**Analytical skills** – excellent problem solving and analytical skills.**Communication skills** – excellent interpersonal skills, with the proven ability to communicate clearly and effectively.**Cash management** – proven ability of treasury and cash management.**Organisational skills** – excellent time management skills with the ability to meet tight deadlines. |  |
| Education and Qualifications | Qualified Accountant (ACA, ACCA, CIMA or equivalent) |  |
| Knowledge | Proficient in financial accounting software and advanced Excel skills. | Strong knowledge of UK charity financial regulations, including Charity SORP (Statement of Recommended Practice). |
| Experience | Post qualification experience gained in large, complex environments.Proven experience in a financial leadership role, ideally within the charity or not-for-profit sector.Demonstrable analytical skills with the ability to interpret and present financial data to non-financial stakeholders.Experience in managing teams, developing talent, and leading financial projects. | Experience in managing funding from diverse sources, including grants, donations, and contracts.A commitment to the mission and values of supporting individuals with learning disabilities |