

JOB DESCRIPTION

Job Title:	Financial Controller
Region:	Stoneham Court, Reading
Job Code:	SLT01-1 OP-1
Reporting Structure:	CEO

Primary Job Purpose:

As Financial Controller you will support the leadership team by leading on all elements of accounting and financial management, both on a day to day and longer-term strategic basis.

The core element of the role is the financial management, but it is also wide ranging in terms of acting as a business partner to various departments and supporting the delivery of events and activities from a financial management perspective.

You will manage the Finance Team.

Principal Responsibilities:

1. Monthly reconciliation of control accounts ensuring accurate financial data between SpeedAdmin, our sales admin system, and finance ledger, payroll data, fixed assets and the ledger.
2. Preparation of monthly management accounts and Cashflow forecast for the Board of Trustees and Chief Executive.
3. Preparation of tax claims, Gift Aid and Orchestra Tax, ensuring these are processed in a timely manner for income generation.
4. The timely completion and submission of VAT and Corporation tax returns.
5. To complete financial data as required by the Arts Council or DfE in relation to our funded programmes of activity.
6. Completion of Monthly Business Surveys/gathering of relevant information for Office for National Statistics, the Charity Commission or Companies House.
7. Preparation of the annual budget in consultation with the Chief Executive and budget holders.
8. Manage the preparation of year end accounts and the annual audit ensuring accuracy and relevant deadlines are met.
9. Oversee income from Trusts and Foundations and other funders to ensure correct use of funds and relevant allocation between restricted and unrestricted funds; and report back to the funders when required.
10. Maintain accounts for the trading subsidiary and complete relevant VAT returns.
11. Responsibility for maintaining the bank accounts and investments to ensure minimum charges and maximum interest are incurred.
12. Analyse financial data, provide financial mapping and generate relevant reports and financial forecasts for senior management and the trustees.
13. Preparation and presentation of monthly financial statistics for example pupil numbers, ensemble numbers and staff utilisation.
14. Attend meetings of the Board and Financial Committee as required, and attend senior leadership team meetings as required.

15. Responsibility for generating and maintaining financial policies and procedures and adherence to them.
16. You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work. You must co-operate with employers and co-workers to help everyone meet their legal requirements.
17. Promote and safeguard the welfare of all pupils and service users within the Berkshire Music Trust (BMT), raising any concerns in accordance with Maestros BMT protocols and procedures.
18. Plan, design and initiative cost saving and efficiency measures when appropriate.
19. Any other duties commensurate with the post that may be assigned by the CEO.

Role Specialisms

1. Along with the CEO, strategically lead the financial aspect of the business.
2. Provide specialist input to the organisation with regard to all finance related issues.
3. Provide guidance on statutory financial reporting requirements and financial regulations.
4. Provide advice and guidance to ensure the Company audit is successful.
5. Work with the business on specific financial and wider organisational projects.

Our Values

- **Inclusivity** – we believe music should be accessible to all
- **Respect** – we respect others’ views and lived experiences
- **Transparency** – we are open and honest
- **Innovation** – we continuously evolve and adapt to changing needs
- **Responsibility** – we take responsibility for our mission
- **Partnership** – we embrace partnership working

ROLE PERSON SPECIFICATION

	Criteria
Skills and Abilities	<ul style="list-style-type: none"> • Qualified Accountant – ACCA, CIMA or ACA • Degree Qualified or equivalent • Ability to work under pressure and to deadline
Experience & Knowledge	<ul style="list-style-type: none"> • Experience of change management and responding and adapting to changing circumstances • Leadership experience, preferably in a charity environment • Experience of managing complex stakeholder relationships • Experience of working as a Management Accountant in a multi-cost centre environment • Statutory accounts production • Experience of accountability for IT issues surrounding Finance Systems, for example as a system administrator • Experience of development and maintenance of accounting processes • Knowledge and application of the Charities SORP and FRS 102 • Competent in using Accounting Software packages and fundraising platforms • High level of proficiency with Microsoft Office 365 platform and its applications e.g. Word, Excel, Outlook, PowerPoint, Teams, SharePoint

Personal attributes and other requirements	<ul style="list-style-type: none"> • An inspiring leader with outstanding interpersonal skills and an excellent motivator of staff • Well organised, managing own time effectively, responding to changing priorities and meeting deadlines as required • Excellent and accurate standard of written and verbal communication • Provides an excellent service to meet internal and external customer needs • Motivated to maintain a high level of productivity and to strive for continuous improvement • Attention to detail • Generation of new ideas for development and growth, open minded and creative • Be forward looking, with an open, growth mind-set and the ability to take a 'big picture' view
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FINANCE CONTROLLER ROLE COMPETENCIES

Communication	Description
Listening	Understands and learns from what others say.
Reading Comprehension	Grasps the meaning of information written in English and applies it to work situations.
Speaking	Conveys ideas and facts orally using language the audience will best understand.
Writing	Conveys ideas and facts in writing using language the reader will best understand.
Cognition	Description
Analysis/Reasoning	Examines data to grasp issues, draw conclusions, and solve problems.
Creative & Innovative Thinking	Develops fresh ideas that provide solutions to all types of workplace challenges.
Decision Making & Judgment	Makes timely, informed decisions that take into account the facts, goals, constraints, and risks.
Mathematical Reasoning	Uses mathematical techniques to calculate data or solve practical problems.
Problem Solving	Resolves difficult or complicated challenges.
Researching Information	Identifies, collects, and organises data for analysis and decision-making.

Personal Effectiveness	Description
Accountability & Dependability	Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
Adaptability & Flexibility	Adapts to changing business needs, conditions, and work responsibilities.
Attention to Detail	Diligently attends to details and pursues quality in accomplishing tasks.
Customer Focus	Builds and maintains customer satisfaction with the products and services offered by the Organisation.
Development & Continual Learning	Displays an ongoing commitment to learning and self-improvement.
Ethics & Integrity	Earns others' trust and respect through consistent honesty and professionalism in all interactions.
Results Focus & Initiative	Focuses on results and desired outcomes and how best to achieve them. Gets the job done.
Safety Focus	Adheres to all workplace and trade safety laws, regulations, standards, and practices.
Self-Management	Manages own time, priorities, and resources to achieve goals.
Stress Tolerance	Maintains composure in highly stressful or adverse situations.
Tact	Diplomatically handles challenging or tense interpersonal situations.
Interaction with Others	Description
Influencing Others	Influences others to be excited and committed to furthering the organisation's objectives.
Relationship Building	Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.
Teamwork	Promotes cooperation and commitment within a team to achieve goals and deliverables.
Valuing Diversity	Helps create a work environment that embraces and appreciates diversity.
Occupational	Description
Enforcing Laws, Rules, & Regulations	Enforces governmental laws, rules, and regulations, and initiates enforcement actions in a way that the public perceives as fair, objective, and reasonable.
Facilitating Groups	Enables cooperative and productive group interactions.
Gaining Voluntary Compliance	Convinces others to follow recommendations and advice to bring them into compliance with regulations, standards, or policies
Interviewing Others	Asks questions in ways that enhance the clarity, quality, and reliability of information.

Managing Projects or Programs	Structures and directs others' work on projects or programs.
Negotiating Agreements	Reaches deals or compromises.
Training & Presenting Information	Formally delivers information to groups.
Management Qualities	Description
Business Alignment	Aligns the direction, products, services, and performance of a business line with the rest of the Organisation.
Coaching & Mentoring	Enables co-workers to grow and succeed through feedback, instruction, and encouragement.
Leadership	Promotes Organisational mission and goals and shows the way to achieve them.
Fiscal Accountability	Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions.
Organisational & Political Savvy	Uses knowledge of the Organisational and political climate to solve problems and accomplish goals.
Planning & organising	Coordinates ideas and resources to achieve goals.
Staff Management	Manages staff in ways that improve their ability to succeed on the job.
Strategic Vision	Sees the big, long-range picture.