



Job Profile

Job title: Financial Controller	Reports to: Chief Operations Officer
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Summary of role:

The role of the Financial Controller is to provide accounting and strategic financial support to the Trustees and Executive, and to manage all financial processes within WTC.

Key Accountabilities:

Key Accountabilities	Key activities
<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Manage the bookkeeping function. Provide assurance that the book keeper is maintaining records in an efficient manner and that all Balance sheet control accounts are reconciled monthly Monitor organisational expenditure versus agreed budgets and report variances to the COO and the Board Support the Board and executive team with modelling and business planning Contribute to the implementation of the WTC fundraising strategy Manage the relationship with WTC's bankers Participate in bi-weekly Executive meetings Prepare and update cashflow forecast
<ul style="list-style-type: none"> Quarterly 	<ul style="list-style-type: none"> Provide assurance that credit procedures are properly applied to student accounts and cash collected in a timely manner Provide assurance that any delegated authorities from the Board are being correctly applied by management Review the YTD trial balance and prepare management accounts together with forecast against budget and prior year
<ul style="list-style-type: none"> Annual 	<ul style="list-style-type: none"> Support the Executive in the preparation of the three year Operating plan by: <ul style="list-style-type: none"> Providing critical challenge to assumptions Validating financial inputs and outputs Liaise with the Auditors to finalise the year end accounts for submission to Charity Commission and Companies House
<ul style="list-style-type: none"> Ad Hoc 	<ul style="list-style-type: none"> Management analysis as requested by the Board or Executive of WTC Support fund raising applications Manage all arrangements for student loans with the University of Chester and the Student Loans Company

Role dimensions:

Financial: Turnover circa £ 500,000. Students: 200
Direct Reports: One part-time Finance Manager

Internal and External Relationships :

INTERNAL: WTC Trustees, Senior Management and Staff.
EXTERNAL: Auditors, Banks, Other Financial advisors (eg Trust funding)

Personal Specification:

Essential	<ul style="list-style-type: none">• Spiritual maturity• Professional Accountancy qualification (Certified or Chartered)• Commercial and/or professional experience• A proven team player• Well organised with good communication and interpersonal skills• Excellent working knowledge of Excel• Excellent working knowledge of Sage	<ul style="list-style-type: none">• Results oriented• Confidence• Ability to get things done• Performance driven• Decision making skills
Desirable	<ul style="list-style-type: none">• Experience in charitable and tertiary education sector• Relevant experience in growing companies and institutions	