

FINANCIAL CONTROLLER

Summary of the Job:

The Financial Controller role reports directly to the Clerk (CEO) and is responsible for all aspects of the financial management and control of the Company's corporate and charitable funds. As part of a small team, the role is diverse.

Key responsibilities:

The Financial Controller position will be responsible for the following areas:

- Preparation of management accounts, annual budgets and periodic forecasts.
- Statutory accounting and audits for Livery Company, three charities and a DB pension scheme
- Monitoring of investment portfolios, analysis of performance and insightful reporting to Investment Committee
- Payrolls for staff and pensioners, VAT, and tax, including capital gains/losses, corporation tax and capital allowances
- Financial management of the commercial letting of Saddlers' House office accommodation
- Preparing financial appraisals and cashflows for potential future developments
- Cashflow and Treasury management
- Insurances for the Livery Company and all associated activities
- Preparation for, and presentations at, all finance and investment meetings
- Liaising with key external contacts such as investment managers, auditors, actuaries, pension scheme administrators, bankers, tax advisors, surveyors and solicitors.
- Line manager the Finance Manager who is responsible for the transactional elements of the entities and the charities accounting
- Compliance with all regulatory returns for all the entities

Person Specification:

The successful candidate for the Financial Controller position will be a CCAB qualified accountant with several years post qualification experience. You will need extensive experience of dealing with senior stakeholders within an organisation.

It is key that you have experience of managing the finance function of an organisation with a strong understanding of the technical areas listed above. It is important that the person applying has a good understanding of investments and preparation of tax computations and ideally pension schemes and property management.

Candidates from a Commercial or Financial Services background are encouraged to apply.

This is a 4-5 days a week role, with flexibility around hours dependent upon workloads and deadlines