

JOB TITLE: Financial Controller

RESPONSIBLE TO: General Manager

### **MAIN PURPOSE OF POSITION**

The Financial Controller is a dedicated accountant responsible for The Art Academy's financial function, internal controls, and any related tasks necessary for the proper administration of the charity.

### **PRINCIPAL FUNCTIONS AND RESPONSIBILITIES**

*Manage accounting operations, including:*

- Working with the executive team to create The Art Academy's financial strategy.
- Managing debtor and creditor irregularities.
- Bank reconciliation.
- Analysis and posting.
- Liaising with budget holders to ensure effective cost control.
- Coordinate and prepare budgets and financial forecasts, reporting variances.
- Manage year end preparations - stock take, cash counts etc.
- Liaise with auditors and prepare year end audit file (mostly Balance Sheet schedules).

*Reporting and compliance*

- Maintain our bank relationships and accounts.
- Prepare termly financial statements.
- Monitor and report on compliance with our financial covenants.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Maintain, update and improve financial management software as needed.

*Research technical accounting issues for compliance:*

- Oversee all tax and regulatory/compliance issues, including those related to charitable status.

### *Payroll*

- Calculate wages (we use Quickbooks Online).
- Manage pensions.

## **PERSON SPECIFICATION**

### Essential Requirements

- Proven experience working as a Financial controller.
- 5+ years of overall combined accounting and finance experience.
- An accountancy qualification from ACCA, CIMA, IFA or ICAEW.
- Thorough practical knowledge of accounting principles and procedures.
- Experience with creating financial statements.
- Experience with general ledger functions and the year end close process.
- Excellent accounting software user and administration skills.
- Excellent interpersonal skills suitable to a small office environment.
- Fluency in spoken and written English.
- Good working knowledge of Quickbooks online and QB payroll.

### Desirable Knowledge and Experience

Experience of working either in the art world or in an educational institution is desirable but not necessary. Working with adult art students in general.

- Knowledge of charity finance.
- Familiarity with CRM systems.
- Experience working in the art world or in an educational institution is desirable but not necessary.