



JOB TITLE

Financial controller (hybrid role)

JOB DESCRIPTION

To record all company spending, including purchase, invoices and sales, and provide accurate information on company outgoings for the purposes of filing accounts. To liaise with HR for monthly payroll and pensions, and support with funding evaluation.

DUTIES

- **Daily usage of financial processes, enhancing and updating where needed**
 - **Management of sales, nominal and purchase ledger**
 - **Maintaining accounts, verifying and posting transactions**
 - **Balancing accounts on a day-to-day or week-to-week basis**
 - **Managing client invoices & payments**
 - **Liaising with clients, suppliers and banking contacts**
 - **Working closely with accountants to prepare VAT returns**
 - **Preparing schedules, statements and reports as requested**
 - **Managing & filing relevant documentation**
 - **Bank Reconciliation**
 - **Liaise with Managing Director RE: funding documentation**
 - **Monthly payroll/pension - liaising with HR**
 - **Liaising with CIO**

LOCATION

This is a hybrid role, to include Working from Home (WFH), and HQ
Kindness: Warehouse
Haigh Park Industrial Estate
Stourton, LS10 1RT

RELATIONSHIP

Reporting to directors and CEO

SALARY

11 p/h

LENGTH

**Up to 8 hours per day
1 day per week
For the period of 3 months**

REVIEW

**Role to be reviewed after 3 months
Position to be renewed, or notice period given.**

QUALIFICATIONS & EXPERIENCE PREFERRED (BUT NOT ESSENTIAL)

- Relevant professional qualification, e.g. ACA, ACCA, CIMA
- Understanding of charity law requirements and knowledge of Charity SORP
- Experience of running a small finance department in a similar sized organisation, including hands on bookkeeping experience
- Proven organisational skills, managing multiple responsibilities and able to deliver to strict deadlines with a high degree of accuracy and attention to detail
- Strong IT knowledge and experience, including experience with Excel and various accounting packages
- Effective and easy communication style, able to relate to a wide range of people and build relationships with individuals across the business
- Strong influencing skills and able to contribute effectively to strategy as part of the Senior Management Team
- Able to interpret and clearly explain complex financial data to non-finance staff and volunteers
 - Empathy with the aims and ethos of the Organisation.

SKILLS AND COMPETENCIES REQUIRED

- Self-starter – able to build the role and show entrepreneurial flare
 - Excellent communication and interpersonal skills
- Ability to deal with a diverse range of people, including the vulnerable
 - Strong organisational skills
 - Strong administration and I.T. skills
- Leadership qualities and ability to motivate and create a positive, inclusive culture and ethos
 - An interest in food and environment
 - An interest in or experience of working in the third sector
 - Experience in IT or working alongside IT staff
 - Experience in HR or working alongside HR staff