



JOB DESCRIPTION: Financial Controller

Salary: £42,655p.a. + 5% pension and 25 days of annual leave (pro-rata)

Hours: Part-time (0.5 FTE)

Duration: Permanent role (would consider a contract)

SSE's mission is to address inequalities and social exclusion by supporting change makers, including social entrepreneurs, from all backgrounds to transform their talent into real social outcomes in the form of sustainable solutions within their communities. SSE supports these change makers through a mixture of long and short duration 'action learning' programmes. Our unique selling point is predicated on our ability to do learning differently.

These long and short courses are delivered via our Network of twelve schools; ten across the UK, one in Canada, and one in Australia. Many of these schools operate in multiple locations, offering both long and short courses. Over the next 5 years our ambition is to increase our impact, via our Network of schools, to enable more social entrepreneurs to make a sustainable difference to their communities.

SSE is a registered charity and company limited by guarantee, established by serial social entrepreneur Michael Young. SSE opened its doors in 1997 with the aim of transforming the potential of social entrepreneurs and enabling their projects to make a real difference in their communities. This is still absolutely core to SSE and is embedded within our culture.

Overview of the role:

SSE has a vacancy for a financial controller to be responsible for the overall financial management and the financial reporting systems of the charity.

The role would suit a qualified accountant who wishes to take on part-time work, is able to work flexibly but office based, and who has experience in preparing management reports for Boards, budgeting/forecasting and producing annual accounts compliant with the Charities SORP.

The financial controller will present financial information in a suitable format for the Senior Management Team, the FAR committee (finance, audit and risk) and for the Board of Trustees. Each group has differing requirements therefore the ability to differentiate communication and reporting styles are key. The reporting cycle is quarterly.



The right candidate will need to use their advanced excel spreadsheet skills to create and maintain reports in excel which use the live data feed from SAGE Line 50. This is an ODBC link

The financial controller will prepare the statutory annual accounts, complying with all Charity and Company law requirements, for submission to the auditors, and then liaise with the auditors throughout the duration of the audit. The ability to demonstrate current SORP and FRS102 knowledge is essential.

Each year the candidate will be required to review the policies that are included in the Trustee's Annual Report. Experience in reviewing and making recommendations on the investment, pension, risk, remuneration and reserves policies is desirable.

This role will also be responsible for overseeing the risks attached to finance in the risk register and for ensuring appropriate internal controls are in place.

The financial controller will undertake formal annual reviews, set objectives, support and develop the training requirements of the finance team. The charity employs a finance manager and finance assistant, both of whom are full time members of staff.

The successful candidate would also have the option of becoming involved with the social entrepreneur students that SSE works with, to provide learning on finance and financial management, if this were something that interests them.

Key Skills and Experience

Required

1. Qualified accountant CIMA/ACCA/ACA
2. Produced management accounts and reported to senior managers, committees and boards
3. Produced and reported annual budgets, short and long term forecasts
4. Produced annual accounts consistent with the legal and regulatory requirements
5. SORP and FRS102 knowledge
6. Excellent communication skills across all levels within an organisation
7. Advanced Excel skills including look ups, pivot tables and data validation
8. ODBC experience

Desirable

1. Reviewed and made recommendations on the policies/disclosures for risk, reserves, investment and remuneration
2. Participated in or managed the production of the Trustees Annual Report
3. Experience of reviewing and implementing internal financial controls
4. Experience of managing and developing staff
5. SAGE Line 50 experience
6. VAT knowledge

Further Details

Reporting to: Chief Executive

Location: Head office, currently Tooley Street, London Bridge

Hours: Part time – 0.5 FTE worked on a flexible basis (equivalent of 2.5 days per week)

To apply for the job

Please send your covering letter and CV to: tracey.miller@sse.org.uk

To apply for the role, please send a copy of your current CV and a covering letter (maximum 800 words); explaining how you feel your experience matches key skills and requirements.

Please include your full contact details and mention where you found out about the role. Please also include the names of two professional referees, including your most recent or last employer. Please note that referees will not be approached without your prior knowledge, and only following a successful application and final interview.



Interview Process

Applicants with the most appropriate mix of qualifications and experience will be invited to participate in the selection process.

Those selected at that stage will be asked to come to SSE's London Bridge offices for an interview. This will provide an opportunity to see the workplace, meet key staff and hold an informal interview. People will be asked back for a second interview, also informal in nature.

Appointment into the role will be made subject to satisfactory references.

Recruitment Timetable:

Closing date for applications: Tuesday 2nd February at 12pm

First interviews: Thursday 11th February

Second interviews: Date to be confirmed

Please note that only shortlisted candidates will be contacted.

Further information

If you have a query about the role, please call email her at tracey.miller@sse.org.uk

SSE operates an equal opportunities policy and will appoint solely on the basis of the applicants' ability to do the job in question. SSE does not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status or disability, nor will such factors play any part in decisions on appointment or selection.