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| **Job Title:** | Finance Controller |
| **Reports to:**  | Head of Finance and Compliance |
| **Salary range:** | £28,000 - £30,000K depending on experience |
| **Version Date of JD:** | Jun 2020 |
| **Location:** | Motivation UK Head OfficeUnit 2 Sheene Road, Bedminster, Bristol, BS3 4EG |
| **Holiday entitlement:** | 20 days per annum (plus statutory holidays and Christmas break approx. 4 days)  |
| **Role type:****Working Hours:** | Permanent / Fixed Term Contract / Flexible working considered36 hour week |
| **Website:** | [www.motivation.org.uk](http://www.motivation.org.uk) |
| About Motivation:Motivation is a UK registered charity (and trading subsidiary limited company) working to transform the lives of disabled people around the world. From designing a unique range of wheelchairs, to influencing international governments and NGOs, we’ve been making an impact for nearly 30 years. Working with local, national and international partners we aim to provide innovative and practical solutions. With projects across Africa and in India, we advocate for the rights of disabled people and empower them to stay healthy, access education and employment, and to participate in their communities.As the international development sector changes, we know Motivation must also evolve to achieve the greatest impact. Over the past year a new global focus on assistive technology for disability inclusion has emerged in politics and development. There has never been a better time for Motivation to influence wheelchair provision for future generations.To achieve this we are embarking on a period of change towards a global model of operation. We are building the capacity of our regional teams so they can drive and deliver the change that is required. We are exploring new funding models. We are building our sustainability. All this will enable Motivation to be in the best shape possible to grow our long term impact for disabled people in developing countries. |
| Job Purpose:* To oversee and coordinate the day to day running of the UK’s financial department, assisting the Head of Finance to achieve the required outputs and goals of the Finance Department.
* Ensure the UK finance function properly and efficiently carries out the full spectrum of finance processes including; Purchase to Pay, Order to Cash, Invest to Refresh, Income & Expenditure, and Record to Report of Income and Expenditure, Balance Sheet and Cashflow
* Develop and ensure project accounting is fully integrated within accounting systems fully supported with suitable processes and procedures in the UK and overseas.
* To support the Head of Finance in providing timely and relevant financial information and projections for both the Executive Officers and Trustees/Directors.
* To work as a key member of the finance team, leading currently one member of staff, and another within 6 months of starting.
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| Main responsibilities:* To compile financial information for financial reports, budgets, projections, advice and analysis for the Head of Finance and Executive Officers.
* To assist managers in the preparation of budgets, financial reports for funders, funding bids and tenders and to provide support in negotiations with funders and partner organisations regarding contracts, budgets etc.
* To forecast and report the organisation’s cash flow, advising on the transferring of funds as appropriate.
* To implement agreed changes to financial systems.
* To advise and collaborate on the introduction and implementation of internal financial policies and procedures in line with funding and statutory requirements.
* Support and collaborate with overseas finance staff in the implementation of projects and local procedures.
* To consolidate and administer the project accounts and to provide financial information to budget holders and project managers
* Administration of project accounts:
	+ Processing and tracking of foreign transfers;
	+ Processing and tracking of partners reports;
	+ Be responsible for the record keeping and filing of project related financial records;
	+ Consolidation of overseas accounts in UK accounting system;
	+ Project reconciliations and other month-end procedures as required;
	+ Liaison with staff and project managers overseas (via e-mail or skype);
	+ Reconciling income received and dispersed
* Analysis & reporting:
	+ Analysing and reporting budget variances;
	+ Providing timely and accurate financial reporting to key stakeholders (Head of finance, programme directors, project managers and other key budget holders);
	+ Authorising the submission of financial reports and claims to donors;
	+ Production of monthly reports as required for financial monitoring;
	+ Offer support to budget holders on financial issues relating to their project, budgeting and forecasting;
	+ Assist managers with projects budgeting and forecasting, working closely with the budget holders;
	+ Reconciliation of reports from overseas finance team and advice on improvements when appropriate
* Other tasks as required by the role which will include:
	+ Budgets - Assisting the Head of Finance with the preparation and finalisation of annual organisational budgets in conjunction with budget holders.
	+ Bookkeeping and data entry - Assisting the Head of Finance with periodic review/internal audit of the bookkeeping and data entry procedures.
	+ Payroll - Assisting the Head of Finance with any review of payroll and update policy recommendations, reviewing & challenging the outsourced payroll provider
	+ Audit and Annual Accounts - Assisting in the preparation for the annual audit in particular the analysis of expenditure and income for the charity & coordinating with auditors during annual audit
* To contribute to the management team and attend meetings as necessary.
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| Person Specification:Essential* CCAB / AAT qualified
* At least three years’ experience in a similar role
* Problem solving, analytical and reporting skills
* Experience of working within field of international development
* Experience of company/charity with medium to large annual turnover
* Able to work with complex systems
* Able to work with conflicting deadlines
* High IT literacy, in particular in regards accounting software and Microsoft Excel (current systems used: Navision and Sage Payroll)
* Experience of team supervision and management

Desirable:* Personal experience of disability or experience of working with disabled people
* Experience of working or volunteering in the international development sector overseas
* Working knowledge of Sage and Microsoft Navision
* Previous experience in the encouragement and development of staff members in their professional development
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| Additional Responsibilities* Work within the general ethos and style of Motivation Charitable Trust and be sensitive to its work and aims.
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| Motivation Safeguarding Commitment:We believe that it is never acceptable for children or vulnerable adults to experience abuse of any kind. We expect all our staff to operate in a manner that protects and enables a safeguarding culture within Motivation. Safeguarding children and vulnerable adults is everyone’s responsibility within our organisation. |