

# Job Description

## Financial Controller

### Role Summary

MacIntyre considers the position of **Financial Controller** to be one of considerable responsibility and confidentiality. You will uphold the Statement of Values in all aspects of your work and promote a positive image of MacIntyre and its provision.

The **Financial Controller** will be responsible for the effective management of the Finance and Payroll Departments and associated staff teams, contributing and advising on strategic direction and financial control, supporting and working with operational colleagues as required.

You will contribute to the development of financial policies, standards, systems and procedures to ensure the effective management of MacIntyre, delivering high quality and timely management information to senior management to enable business decisions to be made on the basis of accurate information.

You will be accountable to the **Finance Director**.

Our job descriptions are all written with the following four key points about MacIntyre in mind:

#### 1. Our Vision

For all people with a learning disability to live a life that makes sense to them.

#### 2. Our Mission

We will support a sense of wellbeing through a celebration of each person's unique gifts, talents and contributions, the quality of our relationships and ensuring the promotion of real opportunities to connect with others.

#### 3. Our purpose

To achieve excellence in everything we do.

MacIntyre's "*primary purpose*" is to make a positive contribution to the lives of children and adults with disabilities. We make this contribution by ensuring that all our interactions are great, that our knowledge and skills represent excellence and that we support people to develop purposeful and warm relationships. Our "*secondary purpose*" is to have a positive influence in our local communities and on our sector by connecting well, nurturing partnerships and demonstrating best practice.

#### 4. Our DNA

MacIntyre has a particular way of working with people and because it is so important to all our activities we call it our DNA. It is a combination of our values and the way that we put those values into actions that is unique to MacIntyre. Through our Promises and Value Base, the promotion of Great Interactions™ and Person Centred Approaches, we aim to support every person to live a life that makes sense to them, with a level and style of support of their choosing.

### Responsibilities

You will be required to carry out a range of duties within your role. The key responsibilities are detailed below but there will be other duties consistent with the role that you may be requested to undertake by your line manager.

### Responsibility to people we support

1. Work in accordance with MacIntyre's Mission, Promises, DNA, Person Centred and Great Interactions approaches, People+ programme and other policies and programmes as appropriate.
2. Ensure that the people we support are treated with respect, dignity and equality.
3. Respond to any concerns regarding the health, wellbeing, safety or safeguarding of a person we support in accordance with local protocols, regulatory guidance and best practice advice and MacIntyre's policies.
4. Promote the health and safety of the people we support in line with MacIntyre's Policy for Health, Safety and Welfare at Work.

### Responsibility to yourself

5. Be personally responsible for the standard and quality of your practice.
6. Be responsible for your personal and professional development, undertaking learning and development activities which support your continued professional development.
7. Participate in regular supervision sessions, annual appraisals and undertake agreed actions.

### Responsibility to staff team

8. Lead the Finance and Payroll teams, exemplifying and evaluating excellence in financial, accountancy and business practice, ensuring the achievement of MacIntyre's financial and commercial strategies.
9. Ensure the Finance and Payroll teams provide a high quality, timely and consistent service to all levels of the organisation, (including the development of service level agreements and key performance indicators).
10. Develop the core knowledge of the teams to support improved service quality, value for money and ensure the achievement of MacIntyre's financial and commercial strategies.
11. Coach, train and mentor the staff teams to deliver excellent practice and achieve continuous improvement, and monitor accordingly.
12. Conduct supervisions and appraisals with staff, in line with corporate policy.
13. Support staff with their Continuous Professional Development and ensure the achievement of Individual Learning Plans (ILP).
14. Create a reflective culture of open communication and feedback within the staff team, facilitating constructive team meetings, ensuring staff adhere to team decisions and are focused on outcomes for the people we support.
15. Promote the health and safety of the staff teams in line with MacIntyre's Health and Safety Policy, ensuring the necessary risk assessments for staff are in place at all times, and implemented to a high standard.

### Responsibility as a MacIntyre Leader

16. We believe effective leadership at all levels is an important element of success and we therefore expect all Leaders to abide by MacIntyre's Leadership Behaviours Charter:
  - a. Being an authentic leader.
  - b. How you deliver MacIntyre's strategy and embrace change.
  - c. How you take responsibility for managing resources.
  - d. How you work effectively with those around you.
  - e. How you build partnerships, collaborations and work with stakeholders.

## Key Tasks

1. Deliver a business-orientated Finance and Payroll functions, promoting standards of excellence.
2. Ensure the production of accurate and timely financial accounts for all cost centres that reflect up to date expenditure enabling operational areas to improve cost control and focus on value for money.
3. Manage a service focussed Finance and Payroll provision for all operational colleagues.
4. Lead the month end process within Finance and Payroll to ensure compliance to all external regulators including HMRC and pension providers.
5. Provide financial information and training to operational colleagues as required to enable good business decision making.
6. To be an integral part of the senior management team and play an active role in senior team meetings including commercial review, strategic review and all other management meetings.
7. To develop strong working relationships with Heads of Operations and visit services on an ad hoc basis to ensure a good understanding of operational priorities.
8. To manage the internal audit schedule and report to operational managers and Finance Director on internal audit findings.
9. To take a lead role with external auditors for annual statutory audit.
10. To take a lead role in developing finance and payroll systems – MHR Itrent and Cedar Open Accounts.
11. Ensure key financial policies and guidance for managers are in place and legally compliant.
12. Build strong relationships and work collaboratively with colleagues at all levels.
13. Liaise with external agencies and stakeholders.
14. Manage budgets in relation to the Finance and Payroll teams.
15. Maintain confidentiality of information and work in line with all relevant codes of practice and governing legislation.
16. Be accountable for making the Finance Director aware of any areas outside your control which will have a negative impact on the performance of your service delivery.
17. Undertake any other duties requested by the Finance Director and CEO.

*This job description is current at the below date. In consultation with you it is liable to variation by MacIntyre to reflect actual, contemplated or proposed changes in or to your job.*

## Person Specification: Financial Controller

Below is a list of the typical skills, qualities and experience we would expect you to have to enable you to carry out this role successfully, and how they underpin the Responsibilities set out above in this Job Description.

<p>Education, Knowledge and Experience</p>	<ul style="list-style-type: none"> <li>• Recognised CCAB accountancy qualification.</li> <li>• Evidence of in depth understanding of excellent commercial and business practice.</li> <li>• Minimum of 3 years' leadership and management experience including strategy, commercial/business development, monitoring and evaluation planning.</li> <li>• Achieving value for money.</li> <li>• Financial policies, standards, systems and procedures.</li> <li>• Effective financial, accountancy and business practice.</li> <li>• Strong track record of effective staff and performance management including setting targets, monitoring and appraisals.</li> <li>• Strong track record of effective internal communication and relationships.</li> <li>• Strong track record of effective and successful leadership and management.</li> <li>• Strong track record of effective development of staff including delivery of staff development activities.</li> <li>• High degree of IT literacy including MS Office suite and financial software.</li> </ul>
<p>Personal Characteristics Essential Criteria</p>	<ul style="list-style-type: none"> <li>• Self-motivated positive thinking and a 'can-do' attitude.</li> <li>• Makes time to think about how best to communicate key messages.</li> <li>• High-level communication, negotiating and presentation skills.</li> <li>• Able to produce accurate and timely written reports and deliver high quality presentations.</li> <li>• Maintains and develops effective communication, liaison and relationships.</li> <li>• Track record of managing and prioritising a substantial workload and meeting deadlines.</li> <li>• Demonstrate a high standard of communication, negotiation and planning skills.</li> <li>• Highly motivated, resilient, hardworking and capable of handling a varied portfolio of work.</li> <li>• The personality and management qualities necessary to develop and maintain effective working relationships.</li> <li>• A commitment to the implementation of MacIntyre's Equal Opportunities and Diversity in Employment Policy.</li> </ul>
<p>Service Specific Essential Criteria</p>	<ul style="list-style-type: none"> <li>• Current driving licence.</li> <li>• Able to work flexible hours when necessary.</li> </ul>

## Competencies: Financial Controller

Below is a list of competencies, knowledge and behaviours we would expect you to have to enable you to carry out this role successfully.

Competency	Definition
Providing Leadership	<ul style="list-style-type: none"> <li>• Develops and implements business strategies that deliver business success.</li> <li>• Recognised as a leader and role model across the organisation.</li> <li>• Analyses and interprets complex information and prioritises with confidence.</li> <li>• Encourages an environment of continuous learning and self-reflection, and openly reflects on own working practice with a willingness to take feedback from others.</li> </ul>
Improving Service Quality	<ul style="list-style-type: none"> <li>• Skilled strategist with experience of development, implementation and monitoring of commercially focused business processes.</li> <li>• Understands our core business, strategic priorities, values and client needs.</li> <li>• Challenges the way things are normally done, seeks continuous improvement and value for money through enhanced services and delivery arrangements, whilst continuing to deliver high quality core requirements.</li> <li>• Experience of setting and managing budgets and ability to interpret financial information.</li> <li>• Strong track record of delivering high quality business driven support services.</li> </ul>
Managing external stakeholders	<ul style="list-style-type: none"> <li>• Able to develop and manage external stakeholder relationships, promoting MacIntyre's values positively.</li> <li>• Establishes and maintains effective working relationships with colleagues and business partners at all levels.</li> <li>• High-level communication, negotiating and presentation skills.</li> </ul>
Managing your team effectively	<ul style="list-style-type: none"> <li>• Effectively manages staff team and ensures that each person understands the service and corporate objectives and strategy and is engaged and motivated to achieve them.</li> <li>• Provides effective performance management using a range of leadership and management techniques, managing any performance issues swiftly and appropriately.</li> <li>• Mentors and encourages personal development of all staff.</li> </ul>
Maintaining commercial disciplines	<ul style="list-style-type: none"> <li>• Takes responsibility for operational and financial performance of the service, successfully delivering set targets.</li> <li>• Provides and uses management information appropriately to prioritise and plan business activity.</li> <li>• Demonstrates value for money in the delivery of all services.</li> <li>• Is able to identify commercial threats and risks and develop plans to meet these.</li> </ul>
Your Personal Development	<ul style="list-style-type: none"> <li>• Has personal integrity, with commitment to openness, inclusiveness and high standards.</li> <li>• Is committed to self-development and takes responsibility for own personal development plan.</li> <li>• Has self-awareness of own strengths and limitations and acts accordingly.</li> </ul>