

**FINANCIAL CONTROLLER**

**JOB DESCRIPTION**

**Job title**: Financial Controller

**Based**: The Old Police House, London, Hyde Park W2 2UH with travel to the other parks when required.

**Salary**: £70,000-£75,000 per annum, depending on experience

**Terms**: Permanent contract on a full-time basis, 36 hours per week, including agile working options.

26 days annual leave plus public holidays, increasing to 29 days after 3 years’ service.

 A pension scheme and healthcare plan are available.

**Reporting to:** Head of Finance

**Responsible for:** Leading a team of 7, with 3 direct reports (2x Finance Managers, 1x Assistant Accountant)

**Internal relationships:** Finance team, other staff throughout the organisation.

**External relationships:** Suppliers and customers, Department for Culture Media and Sport (DCMS), Internal & External Auditors.

**BACKGROUND**

The Royal Parks is a charity that manages over 5,000 acres of diverse parkland, rare habitats and historic buildings and monuments in eight Royal Parks across London. These are: Hyde Park, Kensington Gardens, The Green Park, St James’s Park, The Regent’s Park and Primrose Hill, Greenwich Park, Richmond Park and Bushy Park. We also manage other important public spaces including Brompton Cemetery and Victoria Tower Gardens. Our eight Royal Parks and other public spaces are among the most visited attractions in the UK with 77 million visits every year. In 2022, the Board of Trustees set out a bold new 5-year strategy for the charity to ensure ongoing improvements and investment in the parks and the enabling infrastructure including central support functions.

As part of this investment the finance department has embarked on an exciting period of modernisation and transformation change. We have been investing in our capabilities as well as implementing a new finance system, which went live in April 2024 (Microsoft Dynamics – Business Central). **JOB PURPOSE**

This post will play a key role in the financial management of the charity and will be part of the finance senior leadership team. You will lead, and continuously improve, the Financial Control Team, you will be responsible for overseeing the effective operation of TRP’s day to day finance activities. You will have responsibility for producing TRP’s annual accounts and leading on the annual audit process. You will ensure that there is a robust financial control environment in place and that financial controls are operating effectively. You will also be responsible for effective treasury management and ensuring tax compliance.

**MAIN DUTIES/RESPONSIBILITIES**

1. Leadership of the Financial Control team, encompassing statutory accounts production and audit, tax, treasury management and all transactional processing (including Accounts Payable and Accounts Receivable).
2. Direct line management of 3 posts, with overall leadership of 7 posts.
3. Set strategic direction for the Financial Control team, looking to continuously improve ways of working and the service offered to the wider charity.
4. Lead on the production of TRP’s annual accounts and managing the annual audit process.
5. Oversee the month end and year end processes and ensure all ledgers are up to date provide high quality and accurate financial information.
6. Ensure statutory financial compliance and the statutory returns are completed on time (e.g. VAT, Corporation Tax, Charities Statement of Recommended Practice [SORP], Charity Commission guidance).
7. Take ownership of financial control reporting including measurement against agreed KPIs.
8. Seek to continuously improve financial systems and processes.
9. Oversee treasury and cash flow management, optimise the management of working capital and funds placed for investment.
10. Ensure all finance processes and controls are documented, kept up to date and operating effectively.
11. Ensure effective credit control procedures are in place and that all TRP debt is collecting in a timely manner.
12. Motivate, inspire and ensure the continuing personal development of the Financial Control team.
13. Support as necessary for TRP board sub-committees (Audit & Risk, Investment)
14. Other ad hoc work to support the Chief Financial Officer and Head of Finance as required.

**PERSON SPECIFICATION**

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| **Selection criteria** | **Essential / Desirable** |
| **Qualifications** |
| * Fully Qualified Accountant.
 | **E** |
| **Experience** |
| * Substantial experience of working within the finance function of a medium to large sized company.
 | **E** |
| * Experienced in the production of statutory accounts and year end audit process.
 | **E** |
| * Experience of leading, motivating and developing a complex and high-volume transactional processing team.
 | **E** |
| * Experience of cash and treasury management.
 | **E** |
| * Experience of working in the charity sector.
 | **D** |
| **Skills, knowledge and ability** |
| * Advanced Excel skills.
 | **E** |
| * Excellent time management and prioritisation skills with the ability to successfully balance competing demands and meet tight deadlines.
 | **E** |
| * Highly effective verbal and written communication skills with the ability to build trust, credibility and rapport at all levels within the organisation and to adapt communication style according to the audience.
 | **E** |
| * High level of accuracy and attention to detail.
 | **E** |
| * Knowledge of Microsoft Dynamics – Business Central.
 | **D** |
| * Knowledge of Power BI.
 | **D** |
| * Knowledge of Jet Reports.
 | **D** |
| **Other** |
| * Commitment to The Royal Parks’ values of being responsible, excellent, inclusive, open and respectful, and a commitment to building and supporting diverse and inclusive teams.
 | **E** |

The Royal Parks is committed to creating a diverse and inclusive workplace and is an equal opportunity employer. We encourage applications from candidates from all backgrounds and successful candidates will be appointed on merit.

The Royal Parks is committed to safeguarding and promoting the welfare of children, young people and adults at risk from harm, and expects all staff and volunteers to share this commitment and follow the organisation’s policies and procedures. The Royal Parks provides an awareness training programme on Safeguarding for all staff, and further in-depth training for those working with children, young people or adults who may be at risk of harm.