

# Financial Controller

## Job Description and Person Specification

### Background to the Finance Team

Our small central office Finance team provides financial support to all the central Green Party functions, including to the offices of our representatives in Parliament.

We also coordinate the statutory financial reporting to the Electoral Commission for both the central Party transactions, and for local and regional Green Parties (Accounting Units).

In normal times there is the usual mix of income and expenditure recording, monthly payroll, monthly reconciliations and management accounts, quarterly VAT returns, quarterly income submissions to the Electoral Commission, and annual audited accounts etc. During and after nationwide general elections there will be a large volume of transactions that need to be accurately recorded and reported, and this may require additional temporary staff to assist with the processing.

### Purpose of the role

As part of our Finance Team, the Financial Controller will be responsible for ensuring that all transactions are promptly and accurately recorded in our accounting software. This key person will also lead the processes for ensuring that all statutory submissions are made accurately and on time to the relevant regulator, including collecting and consolidating the financial returns from our 280 local party voluntary treasurers.

We need a meticulous accountant who is familiar with meeting statutory filing deadlines and dedicated to providing an excellent finance service to the rest of the organisation

<b>Salary:</b>	£34,749 - £39,916 per annum, pro rata [Points 25 to 32 on the GPEW salary scale]
<b>Hours:</b>	35 hours per week standard, but we would be happy to consider applications from people who would prefer to work part-time.
<b>Job type:</b>	Permanent
<b>Location:</b>	UK. If not based in our central London office, must be willing and able to attend meetings there at least once a month.
<b>Line manager:</b>	Head of Finance
<b>Line management responsibilities:</b>	None
<b>Key relationships:</b>	Budget Managers; HR Manager; Green Party Treasurer; local Green Party Accounting Unit Treasurers; all paid staff.
<b>Application process:</b>	Online applications will only be accepted through the Green Party's online recruitment portal, Applied. The link for this role's application is <a href="https://app.beapplied.com/apply/mclndlbdcf">https://app.beapplied.com/apply/mclndlbdcf</a> .

**Closing date:** Sunday 25 October 2020

**Interview date:** w/c 2 November 2020

## **Principal Role and Responsibilities**

### **Financial Accounting**

1. Run the payroll each month: correctly making all changes in the most timely manner; ensuring pensions are calculated and paid; ensuring all statutory deductions are correctly applied and paid to HMRC; resolve any queries arising from staff.
2. Ensure the recording of expenditure is timely, accurate, that documentation is correct and properly authorised, that coding is appropriate and VAT treatment is correct, and that payment is made in the most efficient and cost-effective manner.
3. Ensure the recording of income is timely and accurate, including correctly recording the source and any restrictions in use of funds.
4. Ensure outgoing debtors invoices are accurately and promptly prepared and that amounts owed are received promptly.
5. Prepare monthly reconciliations including all Balance sheet accounts, donation and member dues, income reports, and bank and cash reconciliations.
6. Maintain the fixed asset register, including preparing depreciation, additions and disposal journals.
7. Manage the office petty cash.
8. Assist in the preparation of monthly management accounts information and respond to queries from budget managers.
9. Assist in the production of schedules for the year-end financial statements and in resolving audit queries.
10. Contribute to the updating of financial procedures and controls.

### **Compliance**

11. Ensure all payroll-related compliance with both HMRC and the Pensions Regulator are completed accurately and on time.
12. Prepare quarterly VAT Returns for HMRC MTD submission, ensuring that all transactions have been correctly recorded and that any adjustments are properly accounted for. This includes consolidation of quarterly financial returns from the local Green Party Accounting Units.
13. Prepare all submissions required by the Electoral Commission under the Political Parties, Elections and Referendums Act (PPERA), including consolidation of financial returns from the local Green Party Accounting Units; reporting of all donations and loans received; reporting of all required Election expenditure.

14. Assist in the development, documentation, implementation and maintenance of appropriate financial controls and procedures.
15. Carry out any other reasonable tasks commensurate with the role, as directed by the Line Manager.

## Person Specification

Attribute	Assessment
<b>Qualifications</b>	Fully or partly qualified CCAB, or qualified by experience with equivalent knowledge.
<b>Skills/abilities</b>	Experience of running a payroll, knowledge of HMRC PAYE requirements and of pensions legislation.
	Ability to plan and prioritise all the required tasks with a track record of meeting deadlines.
	Effective written and verbal communication skills - able to liaise with a wide variety of people, including local volunteers, and regulators (HMRC and Electoral Commission) with tact, knowledge and firmness..
	Understanding in theory, or practical application, of excellent financial procedures and controls.
	Excellent Excel skills including proficiency in using advanced formulae.
	Experience in preparing reconciliations.
	Techniques for maintaining accuracy and attention to detail.
	<b>Personal attitudes</b>
<b>Personal circumstances</b>	Eligible to work in the UK
<b>Equality</b>	Committed fully to the principle of Equal Opportunities for all in line with Green Party policies

**General points applicable to all Green Party of England and Wales jobs:**

1. The Green Party strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its policies on equality of opportunity in relation to employees and volunteers, in promotion of the party's policies and access to the Party's services.
2. Green Party staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc.
3. Green Party staff may be required to attend Green Party Executive (GPEX) and other meetings and conferences, so long as at least two weeks' notice is given and this does not conflict with leave already agreed. These meetings may take place out of office hours, in which case time off in lieu will be awarded.
4. The Green Party has a democratic structure with annual elections. Employees need to be aware that the organisational priorities which determine their work priorities are decisions of the Executive and may be subject to change as an Executive changes.
5. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the annual planning and review system, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party in line with the organisational plan.
6. Green Party staff are required to request authorisation for any major overtime from their line manager before undertaking any such work and to use an online system to manage their leave and TOIL in conjunction with their line manager.
7. Green Party staff may, from time to time, be required to provide written or oral reports to the Executive.
8. Green Party staff should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
9. Green Party staff are expected to identify and make recommendations to their manager on improving the systems within the office.
10. Green Party staff are expected to participate fully in the Party's teamwork ethos, attend staff meetings, share team duties and responsibilities and develop their work in co-operation with other colleagues.
11. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the HR & Office Manager and in accordance with the current policy on the management of volunteers.
12. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. Green Party staff are expected to undertake any other reasonable tasks as requested by the Executive via their Head of Department, CEO or relevant GPEX Co-ordinator.

This job description may be periodically reviewed in consultation with the post holder.