



## Financial Controller

### JOB DETAILS

<b>Job Title:</b>	Part Time Financial Controller (22.5-30 hours per week)
<b>Reports to (title):</b>	Head of Finance and Core Services
<b>Date:</b>	October 2016

### PURPOSE OF THE JOB

To support the Head of Finance and Core Services in providing an efficient and effective finance function for Cochrane and Cochrane Innovations.

### PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

#### Key Tasks:

- To support the purchase ledger assistant and part time book keeper.
- To oversee the management of the financial ledgers for 4 entities, Cochrane, Collaboration Trading, Cochrane Innovations and Cochrane IKMD, ensuring all transactions are accurate, processed and dealt with in line with agreed terms and conditions.
- Work with the book keeper to produce a monthly finance pack to include management accounts and control account reconciliations (including bank accounts) with an awareness of restricted funding and project accounting for both Cochrane and Cochrane Innovations.
- Provide monthly transactions and P&L reports by project for all Heads of Department and provide ad-hoc financial reports for budget holders.
- Work with the HR managers to ensure two UK and two overseas payrolls are completed and sent to payroll bureaus on a monthly basis and all contractors are paid in line with agreed contractual terms and conditions.
- With the HR managers, develop effective partnerships with third part local providers of payroll and financial accounting in Denmark and Germany.
- Monitor and manage cost of foreign exchange transactions.
- Provide support to managers for partnership funding applications and assist with the production of on-going monitoring reports and information.
- Be point of contact for colleagues in relation to financial issues, including budget queries, project cost allocation and payment enquiries.

- Manage the contracts database to ensure it is reflective of on-going financial commitments and the grants database is maintained to ensure timely payments of contractual arrangements.
- Oversee the preparation and submission of quarterly VAT returns.
- Act as authorised signatory on bank accounts.
- Support the annual audit process.
- Support the annual budgeting process.
- Carry out annual financial monitoring for Cochrane groups.
- To support the development of the Finance function, implementing standard operating procedures alongside improvements to controls making full use of IT wherever possible.
- Ensure compliance of all financial matters with that of statutory bodies and relevant regulations by integrated in standard operating procedures.

## PERSON SPECIFICATION

### Essential

- Qualified accountant
- Good all round knowledge of current accounting practice, the charity SORP, VAT, the requirements of charity taxation and charity and company legislation.
- Experience of using Xero
- Experience of foreign currency transactions
- Advanced Microsoft Excel skills
- Ability to prioritise multiple tasks within a project using project management skills
- Experience of working in cross functional teams
- Excellent communication skills with the ability to build relationships across the business
- Have the proven ability to work both independently and as part of a team
- Ability to accomplish projects with little supervision
- Ability to work to tight deadlines
- Can demonstrate strong problem solving skills and think widely and deeply when faced with new problems
- Relevant experience of preparing management accounts and budgets
- Proven experience of funder reports and audit files
- Experience of costing models and accurate budgets relating to bids for new funding
- Proven experience of building productive working relationships, both internally and externally in an international environment
- Ability to communicate clearly with non-finance employees about financial matters, and to deliver effective finance training where necessary
- Awareness of agile/remote working
- Commitment to Cochrane's mission and values

### Desirable

- Experience of healthcare charity sector.

**KEY INTERFACES**

**Internal:** Cochrane Senior Management Team, Steering Group, Central Executive Team, Centres, Branches and other entities as required

**External:** Suppliers, Publishers, Banks, Payroll Bureaux, Auditors, partners and other institutions

**DIMENSIONS**

**Budgetary responsibility:** None

**Number of direct and indirect reports:** Purchase ledger assistant, book keeper