

Who are we?

Positive Futures is positive about people. We transform peoples' lives every day. We support people who have a learning disability, acquired brain injury and autism.

The bottom line is this: wonderful things can and do happen when people get the right support, at the right time, from the right people.

What does a Financial Controller do?

To manage and develop the Finance Department and ensure that all activities and functions of the Department are aligned with organisational priorities across the group of companies in order to deliver our Mission.

Team overview

We are responsible for the day to day financial management of the organisation. In addition, we support other services and departments around financial matters.

Job Title	Financial Controller
Reports to	Finance Director

Purpose of Role

To manage and develop the Finance Department and ensure that all activities and functions of the Department are aligned with organisational priorities across the group of companies in order to deliver our Mission:

“Positive Futures for people with a learning disability, acquired brain injury or autistic spectrum condition – working together to achieve dreams and transform lives”.

Main Responsibilities

Support Function

- Support the Finance Director through ensuring the effective day to day operations of the Finance function.
- Work closely with services / departments in a support and advisory role, assisting managers to implement policies and procedures.
- Respond to queries from budget holders in a timely and accurate manner.
- Liaise closely with Operations, Fundraising and Marketing in order to develop budgets and forecasts for funding applications and business growth plans.
- Deliver finance related training to staff and evaluate the effectiveness of the delivery.

Finance Management and Controls

- Ensure the timely and accurate preparation and reporting of financial information, including budgets, cash flows and management accounts.
- Review and present financial information to Trustees, senior managers and other budget holders on a timely basis.
- Produce statutory accounts and liaise with external auditors.
- Provide oversight of the payroll service provided to staff working in Northern Ireland and the Republic of Ireland.
- Ensure there is a robust process for internal auditing and co-ordinate internal auditing in all our services.
- Ensure returns to HMRC/Revenue Commissioners, funders and other bodies are done accurately and within the required timeframes.

- Ensure changes to bank accounts and authorities are done promptly.
- Ensure credit control and collections are operating effectively and areas of concern are dealt with promptly.

Staff Management

- Manage and develop the Finance team by implementing the performance management cycle, providing coaching, support and direction and conducting person centred supervision.
- Ensure that the staff within the Finance team are appropriately trained and qualified to perform their role to the standard required by the organisation

Estates

- Ensure effective estates management to include the purchasing and/or leasing of capital and other assets.

Risk Management

- Comply with Risk Management policies, standards, processes, procedures and guidance as applicable to your role and across the finance function.
- Ensure that risk management processes are complied with and risks are clearly identified and action to mitigate taken.

Projects

- Lead and contribute to Finance and organisation projects.

General

- Consult and negotiate with funders relating to new services and changes to contracts.
- Use information, communication and technology systems in carrying out the responsibilities of the post.
- Read, understand and follow policy, keeping aware of new policies and policy changes / developments.
- Seek to develop and build relevant professional networks that could support organisational development in Northern Ireland and the Republic of Ireland.
- Deputise for the Finance Director as required.

- As part of the management team, lead and/or participate in the resolution of employee relations issues within the Finance team or wider organisation as required.
- Represent Positive Futures, as appropriate, to include participation in special interest/working groups

Finally, and of paramount importance, Positive Futures' employees are expected to have regular contact with the people we support and to be available to them in order that their views and aspirations are made clear and are kept to the forefront of our work.

There may be occasions when the job holder is required to fulfil some duties outside of normal working hours and flexibility is therefore essential.

This Job Profile is not restrictive, and the job holder may be required to undertake any other duties and responsibilities as may be directed by their line manager. All of the above duties must be carried out in line with the Guidance, Policies and Procedures of the organisation.

The Chief Executive must be contacted in the event of all media enquiries.

How do I apply for this job?

Complete an application form online stating how you meet the following criteria for this job in the shortlisting section of the application form. We will use this shortlisting section to decide whether to invite you to an interview.

To apply for this role, you **MUST**:

1. A professional accounting qualification (e.g. chartered member of ICAI / CIMA / ACCA or other equivalent) for at least 3 years
2. Minimum of 5 years' accounting experience, to include either:
 - a. At least 3 years' experience working in a managerial role in the Finance Department of an organisation with a turnover of at least £1,000,000
 OR
 - b. At least 3 years' experience in the management of external financial audits from planning to supervision and review
3. Minimum of 3 years' experience of preparing financial reports
4. Demonstrate an advanced level of competence in using Microsoft Excel

5. Ability to travel independently. Positive Futures defines this as being a car driver and holder of a clean driving licence or having access to a form of transport which will permit the applicant to meet the demands of the post
6. Experience of managing staff

To apply for this role, we would also **LIKE** you to have:

- Knowledge of legislation and regulation relevant to organisations in the charity and social care sector
- Experience of working in a charitable organisation's Finance Department
- Experience of working in an organisation that operates across Northern Ireland and Republic of Ireland.

Requirements

The interview will also assess candidates against a selection of the criteria below:

- Ability to make effective decisions and prioritise and manage own workload to meet deadlines and to work under pressure
- Experience of reviewing management accounts
- Experience of preparing statutory accounts
- Knowledge of PAYE and related matters
- High level of skills using MS Office packages
- Excellent communication skills, both verbal and written
- Flexibility in the face of changing priorities or circumstances
- Ability to keep up to date on current legislation, regulation, and guidance in the design of policies and procedures
- Ability to negotiate with and influence others
- Ability to analyse, interpret and evaluate information

If you meet the shortlisting criteria, you will be invited to attend an interview.

Appointments will be subject to production of original ID demonstrating proof of eligibility to work in the UK, satisfactory medical assessment in line with requirements

of the post (with reasonable adjustments where applicable), satisfactory Access NI check and receipt of suitable satisfactory references.

Waiting List

Positive Futures will seek the consent of suitable candidates to retain their details on a reserve list for a period of six months, from which they may be offered similar opportunities in other locations across Northern Ireland.

To be successful at interview and ensure the people we support receive the highest quality service, you need to:

- Share our **POSITIVE** values
- Have the right skills (or competencies) needed for the job

Our Values

“Our values” are what underpin everything we do in Positive Futures.

PEOPLE FIRST – the people we support will always be our top priority.

OPPORTUNITIES – we seek out opportunities to make life better for the people we support through the commitment and dedication of our staff and volunteers.

SPEAKING OUT – working in partnership with the people we support, we will champion their rights at every opportunity with decision makers, with government – locally, regionally and nationally – and in the media.

INNOVATION – we are a learning organisation that is always looking for new, creative and better ways to do things.

TENACIOUS – we don’t give up – if it needs to be done, we believe it can and will be done.

INVOLVEMENT – the people we support and our staff will always have a say in the running of the organisation and we will celebrate with our partners and stakeholders what we achieve together.

VALUE FOR MONEY – we deliver life-long results and transform peoples’ lives in a cost-effective manner.

EXCELLENCE – we will always aim to be the best we can be in supporting people to achieve their dreams and transform their lives.

Our Competencies

Providing Leadership	<ul style="list-style-type: none"> • Able to understand organisational strategy and translate this into practice at an operational level. • Inspire and influence team members and gain respect by creating a clear vision and demonstrating a passion to support people with a learning / intellectual disability, acquired brain injury and autism. • Willing to listen to others, share knowledge and support development within team members • Encourage an environment of continuous learning and self-reflection and openly reflect on own working practice with a willingness to take feedback from others.
Improving Service Quality	<ul style="list-style-type: none"> • Able to deliver a high-quality service for the people we support through strong collaboration with service departments. • Ensure the organisation's strategy and ethos is embedded in team culture and that reporting, regulatory and compliance targets are met.
Managing External Stakeholders	<ul style="list-style-type: none"> • Able to develop and manage external stakeholder relationships, promoting Positive Futures' values positively. • Able to maximise business opportunities through existing networks and identify and secure new business opportunities. • Use an appropriate customer focussed approach and communication.
Managing Your Team Effectively	<ul style="list-style-type: none"> • Manage a staff team which is engaged and motivated towards the achievement of organisational goals. • Ensure all staff members understand their responsibilities and perform to acceptable standards, with any performance issues being managed swiftly and appropriately. • Develop, mentor and coach staff to ensure their personal development needs are met and managed.
Maintaining Commercial Disciplines	<ul style="list-style-type: none"> • Is accountable for the operational performance of the finance team and for supporting financial performance of the services. • Able to manage and deploy allocated resources appropriately. • Able to identify commercial threats and risks and develop plans to help address these.
Personal Development	<ul style="list-style-type: none"> • Able to reflect on self-development needs from a business and personal perspective and address them. • Meet development action plans as agreed with line manager. • Achieve positive feedback on performance from own staff team, peers, senior colleagues and external stakeholders.

The people we support, and our staff are at the heart of all that we do.

As a valued member of staff, you can avail of our competitive salary and benefits package.

Pay

1. £51,500.00
2. £53,000.00
3. £54,500.00
4. £56,000.00
5. £57,500.00
6. £59,000.00

Hours

Full time – 37.5 hours per week. The person appointed may be required to work outside these hours.

Holidays

36 days paid per holiday year (including designated holidays). You will earn one extra day per year up to 39 days.

Pension

We offer a contributory pension scheme – we pay 4% for eligible staff alongside your contribution of 5%.

Employee Benefits

[Click here to view our comprehensive list of benefits.](#)

Training and Support

You will receive induction, relevant training, and a regular 1:1 support meeting with your manager. We also provide opportunities for team development and, when needed, specialist training for teams.

We will support you to develop your career and, complete external and/or accredited training programmes relevant to your role.