

## Job Description

Role Title:	Financial Controller (FC)
Reporting to:	Head of Finance (HoF)
Direct Reports:	Finance Team
Salary:	£65,000-£75,000 per annum
Contract:	Permanent, Full Time
Hours:	35 hours per week, Monday – Friday, 7 hours per day, between the hours of 8am and 6pm (1-hour unpaid lunch)
FTE:	1.0 FTE
Place of Work:	Hybrid with a minimum of 2 days / week in the office (Silsden, Yorkshire)
Current Benefits:	<ul style="list-style-type: none"> <li>• Competitive Annual Leave entitlement (25 days holiday per annum), plus bank holidays. Holiday buy &amp; sell options also available.</li> <li>• Hybrid Working Organisation</li> <li>• Life Insurance Cover (4x base salary)</li> <li>• Competitive Company Pension (Employer Contribution of 8.0%)</li> <li>• 3 Volunteer Days per year</li> <li>• Employee Bonus Scheme</li> <li>• Family Friendly Policies</li> </ul> <p>Working for a mutual, values based organisation that ‘makes a difference’.</p>

### Ecology’s Purpose

*In a world that doesn’t add up, daring to be different is our calling, lending our power so everyone’s story gets a chance to thrive.*

### Role Purpose

As Financial Controller (FC), you will be an integral part of the Society’s Finance Team working closely with the Head of Finance (HoF) and Chief Financial Officer (CFO) to ensure the Finance function delivers against its objectives and strategy.

The role will cover a wide range of areas of activity including managing financial risks, internal and external financial reporting, financial and treasury strategy, financial planning and budgeting and financial stress testing. The role will be pivotal in ensuring the Finance function’s policies, processes, systems and controls are well designed and operating effectively.

This role will require someone who can excel within a commercial environment and is capable of managing multiple priorities simultaneously. Success in this role will require someone with a good attention to detail, an ability to problem solve and work across different teams and departments within an organisation.

You will manage a small Finance Team with 2-3 direct line reports, supported by the HoF. The Society is at an exciting stage with significant business change initiatives and future growth planned.

### Main Duties & Areas of Responsibility

#### Financial Management, Reporting & Regulation

- Work with the CFO and HoF to define and articulate the Society's Finance and Treasury strategy,
- Oversee internal reporting including financial management accounts and business performance information ensuring timely reporting to senior management and governance bodies to support business management and decision making,
- Ensure suitable processes, systems and controls are in place to certify the accuracy and quality of external financial reporting (i.e. the regulatory returns the Society must submit to the PRA, FCA and other external bodies),
- Ensure processes and controls are in place to ensure all external reporting is made to external bodies in a timely basis and with appropriate review and oversight,
- Ensure compliance with accounting standards (UK GAAP, FRS102) and regulatory requirements (e.g., PRA, FCA).
- Support cashflow and treasury management including monitoring compliance with regulatory and internal liquidity requirements and investment strategy.
- Demonstrate good ongoing understanding of relevant regulations and support communication of regulatory changes and impacts to the Society's management and Board committees,
- Utilise the finance team to take our impact reporting to the next level of granularity, leading the way in the sustainable/green finance space.

#### Annual Report and Accounts

- Lead annual production of all statutory account disclosures for the Annual Report & Accounts (ARA) and Summary Financial Statements (SFS) under FRS102. Support and co-ordinate production of content across the ARA and SFS.
- Support the Head of Finance with liaison with external auditors through the audit process as well as production of supporting information and documents for the Society's Audit Committee (i.e. Going Concern Statements, Principal Risk documentation etc).
- Support the Society's Senior Leadership in delivery of the ARA and SFS to its members through the Annual General Meeting (AGM).
- Support the production of any other external financial information, disclosures and data (i.e. Pillar 3)

#### Financial Planning and Analysis

- Lead the production of the Society's annual financial forecasts as well as broader in year business planning, budgeting and forecasting processes.
- Support the HoF in ensuring suitable processes, systems and controls are in place to support the production of accurate, reliable and timely financial forecasts. Support
- Ensure business partnering and liaison drives good cross business input and understanding of key financial planning assumptions and inputs.
- Ensure financial planning covers key financial risks including liquidity, funding, margin, profit, and capital.
- Support the HoF in delivery of appropriate financial stress testing, making appropriate recommendations to various governance bodies such that the latest economic data and macro-economic considerations ensure that the Society is managed within its risk appetite.
- Support completion of financial analysis of planned activities and projects where necessary,

#### Financial Operations

- Ensure suitable systems, processes and controls are in place to allow the Finance Team to complete daily financial transactions reconciliations and processes
- Ensure adequate systems, processes and controls are in place for accurate and complete financial records to be maintained as well as day to day accounting operations completed,

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- Lead on cost management for all business operations including identifying efficiency improvement opportunities.
- Identify and deliver improvements in financial operational processes to increase the effectiveness and productivity of the Finance function
- Play a leading role in the Society-wide transformation of processes, systems and controls in order to realise the business's strategic goals including growth plans.
- Support second and third line in understanding and gaining assurance over financial and treasury activities,

### **Risk Management & Compliance**

- Support the HoF in ensuring the Finance function has a suitable risk management framework, identifying financial risks and implementing mitigation strategies,
- Work closely with internal and external auditors to ensure adherence to compliance standards and manage audit processes.
- Take a leading role in delivering annual strategy and risk management documents including the Corporate Plan, ICAAP, ILAAP and Recovery Plan.

### **Team Management & Leadership**

- Support the Head of Finance in leading and managing the Finance Team,
- Support team members to reach their full potential,
- Demonstrate strong leadership qualities acting as a role model to staff across the organisation.

### **General**

- Ensure that the business adheres to regulatory and legal responsibilities,
- Complete a role within the Society's Treasury processes acting as either a Dealer or Settler
- Adhere to all applicable regulation and legislation.

## Skills and Experience

### **Main Requirements**

- Strong accounting experience demonstrated by professional qualifications, experience and level skills and knowledge,
- A Chartered Accountant with strong and relevant post qualification experience,
- Experience of working in a regulated Financial Services firm, ideally within banking, building societies, or credit unions.
- Strong analytical, numeracy and problem-solving skills.
- Ability to prioritise work and meet deadlines essential.

### **Essential:**

- Exceptional Communication skills, both verbal and written
- High level of attention to detail and accuracy to drive a 'right first time, every time' approach
- Excellent organisational skills
- Proficiency in IT, including good knowledge of Microsoft, including Word and Excel
- Ability to use initiative to find solutions to problems.

Other
<ul style="list-style-type: none"> <li>You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to Ecology’s Health and Safety Policy</li> <li>Ensure your work, communication and approach conforms to the values and behaviours of the Society.</li> <li>Keep up to date, and comply with Ecology’s rules, Policies and Procedures as detailed in the staff handbook.</li> <li>Undertake any reasonable duties requested by management.</li> <li>This role has a six-month probation period.</li> </ul>

Values	Behaviours
<b>Fairness:</b> Treating everyone individually and with respect	<b>Respect:</b> Due regard, care and consideration for colleagues, members, community, and the environment.
	<b>Shared Purpose:</b> A core purpose shared across the Society.
<b>Openness:</b> Receptiveness to each other’s views and opinions	<b>Honesty:</b> Speaking and acting truthfully and ethically.
	<b>Openness (Receptiveness):</b> Open to internal challenge and external review and to sharing ideas and good practice.
<b>Responsibility:</b> Doing what we say we’ll do. Making pragmatic decisions staying true to our values	<b>Accountability:</b> Willing to accept responsibility. Challenges inappropriate behaviour.
	<b>Reliability:</b> Consistently meeting external and internal commitments. Simply doing what we say we will do.
<b>Co-operation:</b> Working together, receptive to the knowledge and opinions of others	<b>Competence:</b> Knowledge and skill to do the job well. Keen to continually learn new skills and improve role-specific knowledge.
	<b>Team Working:</b> Collaboration and consideration for immediate and wider teams.
<b>Activism:</b> Empowering colleagues to be advocates for change	<b>Responsiveness:</b> Ability to adapt and innovate. Improvements made from lessons learnt. Allowing individuals to exercise appropriate autonomy and to deploy judgement they have developed.
	<b>Resilience:</b> Capacity to recover quickly from difficulties and shocks.

Acceptance

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_