

## JOB DESCRIPTION

**Job title:** Finance Controller

**Responsible to:** Chief Executive

**Salary:** Starting salary is £45,537.38 per year (Full-time equivalent), (P04-SP41) which equates to £23,072.27 per year at 19 hours per weeks.

**Hours:** 19 per week

**Contract type:** Permanent

**Location:** Main office, 8-10 Tudor Road, Hackney, London E9 7SN

### **About Mind in the City, Hackney and Waltham Forest:**

We are a multi-disciplinary provider of specialist mental health services and a part of the Mind Federation.

We promote both recovery from ill health for people with recurrent and enduring mental health difficulties and early intervention for those at risk of developing mental health issues, or who struggle with common mental health conditions.

We currently support around 5,000 people a year through a variety of services focusing on psychological, social, economic and workplace wellbeing, and support minoritised communities.

### **Our values are:**

**Connected:** Creating a compassionate and supportive community.

**Fair:** We strive for equity- no-one's needs should go unmet.

**Brave:** We walk with people, offering help by doing what works - proven or new.

Working with Mind CHWF means you'll be part of a dedicated, passionate, and professional workforce who cares about the work they do and make a real difference to the lives of the people in the City of London, Hackney and Waltham Forest.

We are committed to actively becoming anti-racist in everything we do. This is a critical priority for Mind CHWF. We embrace diversity and understand that being an inclusive organisation that recognises different perspectives, will enable us to provide excellent services.

We are committed to ensuring all our employees are treated fairly and equitably at work and promoting equity in physical and mental health for all.

Those with lived experience of Mental Health are encouraged to apply.

DBS clearance at Standard level is required for this role.

### **Purpose of the post:**

You will be supporting the management team and finance committee to use financial information to plan and run services and the organisation. You will manage the contract for our day-to-day financial operations, which we outsource, and oversee our fundholding relationships. You will be accountable to the CEO and trustees for the quality of financial information to support the organisation's effective running and decision making.

### **Main duties and responsibilities:**

1. As part of the SMT, ensure that Mind CHWF is well prepared to take advantage of opportunities and is able to meet its strategic and operational objectives as agreed by trustees.
2. Support managers to ensure the financial resources of the organisation are managed responsibly and ensure that policies and procedures are in place to ensure consistency and accountability. Provide clear and understandable narrative to stakeholders and the rest of the team, advocating good accounting principles and helping to educate, inform and develop others within the wider team.
3. Support on long term financial plans and modelling supporting Mind CHWF's 5 year strategy.
4. Develop a systematic forecasting process for departments.
5. Use analysis to identify trends from across the departments and ensure optimal financial decision-making.
6. Collaborate with the wider organisation to ensure that financial management information is complete and accurate.
7. Use Business Intelligence Tools to develop insightful dashboards that inform decision making and encourage self service.
8. Identify operational and financial risks and determine the method of mitigating the risk with relevant stakeholders.
9. Contribute to the delivery of a successful audit and use business insights to support the production the financial statements.

10. Maximise the cost recovery opportunities from restricted contracts within specific teams and ensure they are captured accurately.
11. Collaborate with management team members to develop budgets and reports for funders and potential funders.
12. Administer and report to the Finance Committee, liaising closely with the Treasurer.
13. Be main contact point between Mind CHWF and relevant external finance stakeholders such as the Psychological Therapies and Wellbeing Alliance, for whom we hold and distribute funds, Mind Retail
14. As Alliance Fund holder, complete monthly reconciliation reports for the Psychological Therapies and Wellbeing Alliance to support strategic financial decision making.
15. Supporting developing options papers for strategic investments- e.g. use of savings and investments
16. Managing Petty Cash, staff expenses claims and banking
17. Attend Finance and trustee Board meetings as required and prepare and present both regular and ad hoc written reports.

## **Working closely with:**

### **Internal**

- Senior Management Team
- Budget holders
- Finance Committee

### **External**

- Finance operations provider
- Commissioners

## **Working hours and arrangements**

- Our preference is that contractual hours are worked across 4 days - days to be agreed.
- Normal working hours are 9am-5.30pm.

- Occasional evening hours to attend Trustee meetings is required.
- We are open to conversations about flexible working, however the postholder will need to be consistent, visible, and present in the office. We have a flexible approach to occasionally working from home.

## Personal specification

The remaining sections outlines what criteria will be used to appoint the suitable candidate.

Criteria marked (E) are essential and (D) are desirable.

## Experience, Knowledge, Skills, Abilities - Values and Motivations:

**Connected:** Creating a compassionate and supportive community.

- Strategic, collaborative and solution focused approach to support excellent service provision and fiscal responsibility
- Adaptability to build effective working relationships with both finance and non-finance colleagues and work in a collaborative way.
- Positive, proactive, and flexible approach.

**Fair:** We strive for equity - no-one's needs should go unmet.

- Aligned to Mind CHWF's values and can demonstrate them through behaviours.

**Brave:** We walk with people, offering help by doing what works - proven or new.

- Experience of formulating, overseeing, and reporting on operational plans, including KPIs
- Demonstrable innovative ability: using data and insight to inform recommendations for improvements to products, processes or activities.
- Proven experience of using insight and analysis to provide trends, inform and drive business decisions.
- Keen interest in information systems, ability to learn new systems quickly.
- Highly organised, with the ability to prioritise and co-ordinate multiple tasks and confident to work independently.
- Excellent communication skills, both oral and written.
- Accuracy and keen attention to detail.
- Able to use Microsoft technologies at an advanced level (particularly excel)
- Good practical understanding of information governance, data protection, and risk management.