**JOB DESCRIPTION & PERSON SPECIFICATION**

**Job: Financial Controller & Business Partner**

**Office Location: Syston LE7, hybrid 3 - 4 days office based**

**Reports To: Senior Finance Manager**

**Hours of Work**: 37.5

**Direct reports: Yes**

**Travel Required: Yes, but not significant**

**Salary: £50k - £65k DPE**

**ABOUT COMPASS:**

**Compass is dedicated to making a positive and life-long difference to the lives of the vulnerable children we care for in our fostering, residential care or school settings.**

**As a member of our finance team, your mission is to use your technical expertise to support our front-line services to achieve their financial goals. Although generally you won’t be working hands on with the children in our care, the work you do each day absolutely benefits them.**

**In the last decade Compass has experienced significant growth, but we’re not finished yet. With the backing of CAP 10 we are excited to embark on the next chapter of growth and are thrilled to be able to offer this exciting opportunity to join our finance team as we roll out ambitious plans to achieve better outcomes for even more children across the UK.**

**ROLES AND RESPONSIBILITIES**

* Manage the transactional finance team and divisional management accountant
* Lead monthly reporting including full P&L and balance sheet reporting and variance analysis
* Proactive business partnering
* Collaborate with the FP&A manager to produce the monthly forecasts
* Support financial governance and maintain strong financial controls
* Contribute to the robust challenge of costs

**Month End Close & Analysis**

* Own the month-end close process; ensuring timetables are adhered to and deliverables are produced:
  + Reviewing all P&L entries for accuracy and completeness
  + Owning balance sheet reconciliations and preparing MI packs, including commentary and variance analysis
  + Line management of the Management Accountant including oversight of preparation and submission of quarterly VAT Returns
  + Own and present the monthly performance and variance analysis to senior management
  + Divisional specific reporting tasks for example children’s savings, foster carer pay
* Prepare monthly key management information packs to hold operational leads accountable for organisational KPI’s with commentary and supporting schedules
* Support the monthly forecast process, ensuring inputs are aligned with accurate and up-to-date information
* Be the division’s trusted financial adviser, providing support and analysis that is placed into context for decision-makers

**Control & Compliance**

* Support with the implementation of a control and governance structure to support future growth
* Review and approve customer, supplier, and invoices processed through the system
* Review and manage accounts payable and receivable
* Support the collections process and ensure payables are paid promptly
* Calculate and monitor accruals / prepayments
* Maintain strong financial controls and escalate issues appropriately and on time.
* Maintaining clean and accurate data, including posting of month-end journals

**Other**

* Assist and support the year-end financial and other audits, preparing, maintaining, and explaining supporting schedules and processes
* Continuous process improvement, ensuring the system is fully optimised to make processes as efficient as possible
* Team/project support for business initiatives
* Assist with accounting integration of acquisitions and/or new business ventures and quickly establish robust financial controls and align to group accounting policies.
* Support the wider finance team in key business initiatives
* Ad hoc tasks and projects as required

**REQUIRED SKILLS AND EXPERIENCE**

* 2+ years qualified ACA / CIMA / ACCA or equivalent, strong technical knowledge of financial reporting standards
* Exceptional analytical skills with the ability to interpret complex financial data
* Proactive and results-oriented, able to work under own initiative and complete tasks to deadline.
* A nurturing and motivational leadership style with a track record of managing and developing a diverse team
* Experience in business partnering, including end-to-end P&L responsibility
* Strong communication skills and ability to interact with all levels of management, inc. translation of financial data into a coherent story
* Ability to analyse financial data and prepare financial reports, statements and projections in a clear and insightful manner to non-finance as well as finance users
* Experience working in a social care setting
* High attention to detail and accuracy.
* Ability to thrive under pressure and meet tight deadlines
* Comfortable challenging teams on existing processes and able to provide innovative solutions to enhance efficiency
* Strong collaborative mindset with the ability to work across diverse teams.
* Advanced proficiency with Microsoft Office applications specifically with Excel and PowerPoint
* Experience working with Financial systems (e.g. Sage Intacct)

**THE SUCCESSFUL CANDIDATE WILL:**

* On occasion, be required to travel to other offices to attend training or meetings.
* Be expected to work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken.
* Be aware of and work within the Company’s health and safety policies, relating to the working environment and building security, reporting any issues promptly to their immediate Line Manager.
  + Develop personal skills and capability through on-going training as provided internally by the company or externally subject to company approval and as agreed with your Line Manager.

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out other duties, deemed appropriate by their Line Manager.