

Financial Controller

My name is Rachel Carr and I am one of the founders of **Into**University and its current CEO.

We're an award-winning charity that runs local learning centres which provide an education programme addressing underachievement and social exclusion. We target children and young people most at risk of failing to meet their potential to go to university due to economic, social, cultural, or linguistic disadvantage. **Into**University provides practical learning support and motivational and confidence-building activities for children and young people aged 7-18.

As the UK's leading university access organisation, our staff are transforming the fortunes of thousands of young people each year. From Spring 2021 we will have thirty-four centres and extension projects across the country, with ambitious plans to scale- up our provision further over the coming years.

At this exciting time in our evolution, we're looking for a Financial Controller to oversee the day-to-day finance operations of the charity. Reporting into the Director of Finance, you will have primary responsibility for the charity's financial reporting, budgeting, forecasting, and payroll processes. You will work closely with the fundraising team to support funding applications and reporting to funders. You will manage a small finance team and oversee the charity's payments and banking processes. You will also have exposure to the top layers of the charity's management, working with members of the Senior Management Team on a daily basis, and producing reports and analysis for the charity's Trustees.

You should be CCAB or CIMA qualified, ideally with experience of the charity sector and knowledge of SORP accounting. You must be able to demonstrate a high level of numeracy, excellent oral and written communication skills, and a good knowledge of Microsoft Excel is essential.

As a charity with social mobility as its core objective, **Into**University is wholly committed to equality of opportunity. We work with children and young people from a diverse range of backgrounds, and we believe that our staff team should be similarly diverse and representative. The more inclusive we are, the better our work will be, and we recognise that we have much more to do in this regard. We are committed to building a culture where students, staff and volunteers are valued for the unique people they are. We therefore encourage applications from candidates from as wide a range as possible of ethnic, cultural and social backgrounds. In particular, we actively and warmly welcome applications from Black, Asian and minority ethnic candidates and/or male candidates as they are currently under-represented within IntoUniversity.

If you believe that all young people deserve the chance to achieve their potential regardless of their background and want to play a part in helping them succeed then we would be delighted to hear from you.

Thank you very much for your interest and I look forward to receiving your application.



Rachel Carr

Dr Rachel Carr,
Chief Executive Officer
and Co-Founder

Financial Controller

At a glance

Based in

IntoUniversity Head Office
North Kensington, London

9:00am – 5:30pm

Some additional weekend & unsocial hours will be required.

Annual leave

33 days (including bank and public holidays)
+ additional 2 closure days at Christmas
+ additional length of service entitlement
Summer working hours

Start date

January 2021 (or as agreed)

Salary

Competitive, dependent on experience

Staff benefits

Generous pension scheme
Employee Assistance Programme
Staff in FOCUS – rewards, competitions and prizes

To apply

The online application form can be found [here](#). We will be interviewing for this role on a rolling basis so please submit your application as soon as possible.

When you apply you will be asked to upload the following:

- 1) **Covering letter:** Please tell us how your motivation, values, skills, experience and personal qualities demonstrate your suitability for the role (around 750 words). Please make it clear why you are excited about this role, and why you specifically want to work for IntoUniversity.
- 2) **Current CV:** This should include full education and employment history (including dates, with no gaps left unexplained).

For more information contact jobs@intouniversity.org

Financial Controller

What will my main duties be?

- To produce high-quality monthly management accounts for the Senior Management Team, Trustees and key stakeholders, setting out the results of the charity for the month and year-to-date with accompanying commentary, an analysis of the charity's financial position, and cashflow forecasting.
- To take ownership of the month-end timetable, working with Finance Assistant(s) to ensure that all balance sheet reconciliations are completed, and preparing a full month-end file for the Director of Finance on a timely basis.
- To line manage the Finance Assistant(s) to ensure the timely processing and accurate recording of the charity's supplier payments, petty cash transactions, and bank reconciliations.
- To act as primary contact for the charity's external payroll provider, conducting monthly payroll reviews with the Director of Finance and the CEO, submitting monthly payroll information to the payroll provider, and analysing payroll reports.
- To lead on the preparation of the annual statutory accounts with the support of the Director of Finance.
- To lead the charity's annual budget process with the support of the Director of Finance.
- To manage the charity's accounting software Aqilla and its financial functions.
- To learn about fundraising across the charity and be able to support the fundraising team in the identification of funding gaps, the production of fundraising budgets, and production of reports for funders.
- To support the production of memoranda for the charity's Investment Committee, where members monitor the Charity's investments and make recommendations to the Board of Trustees on investment policy and strategy.
- To act as a key liaison for the annual audit, preparing a comprehensive audit file of the year's financial information for the auditor and assisting with auditor queries as required.
- To review service providers to ensure the charity is getting best value.
- To update the charity's finance procedures manuals on an annual basis, ensuring that guidance is up-to-date and that processes are operating effectively.
- To ensure all necessary annual returns are made to Companies House and the Charity Commission.
- To support the Director of Finance, as needed, with data protection compliance in the charity
- To support the Director of Finance, as needed, with oversight over the charity's IT function.

Financial Controller

What will my main duties be (continued)

- To play a leadership role in Head Office, working with other Head Office Managers as required
- To work with the Director of Finance to oversee the insurance needs of the charity including annual analysis and updating of the insurance policy.
- To take ad-hoc projects from start to completion, producing project reports setting out background, potential solutions and the related cost implications, recommendations, and action points.
To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

Who are we looking for?

Successful applicants will:

- Be CCAB or CIMA qualified, ideally with experience of the charity sector and SORP accounting.
- Support fully the ethos and values of the charity and demonstrate commitment to taking a full and active part in the life of **Into**University.
- Have excellent IT skills including a strong grasp of Microsoft Excel.
- Take pride in being efficient, very well organised and display excellent time-management skills.
- Be someone who actively seeks solutions to problems and uses initiative.
- Be self-motivated with a positive attitude and have the ability to work flexibly .
- Have good written communications skills and excellent interpersonal skills and be able to communicate effectively with a broad range of people from Trustees to high net worth individuals.
- Have highly effective and efficient research skills, and be able to analyse, summarise and present information clearly and accurately.
- Have excellent interpersonal skills and be able to communicate effectively with a broad range of people – from Centre Leaders to Trustees, members of the local community and university partners.
- Be able to work very effectively under pressure, meet tight deadlines and pay excellent attention to detail.
- Be prepared to roll up her/his sleeves as part of a small team.