



Role profile

Job title	Financial Controller	
Role family	Management responsibility:	
Finance	Does this role have management responsibility for others? Yes	Strategic leader
Overall purpose of role		
To manage core financial accounting and reporting plus transactional processing and payroll		
Main responsibilities of role		
<ul style="list-style-type: none"> • Preparation of financial statements for ICAEW and all its Trusts and Subsidiaries including – <ul style="list-style-type: none"> ○ Preparing draft financial statements ○ Preparing reports for the board and council liaising as appropriate to finalise the financial statements ○ Assist in delivery of the annual report ○ Prepare briefings on the accounts and financial affairs for the Annual Meeting • Management of the relationship with external audit <ul style="list-style-type: none"> ○ Ensure year end audit files are uploaded promptly ○ Liaise with auditors to resolve issues and queries ○ Ensure year end timetable is adhered to. • Subsidiary accounting (monthly management and annual statutory accounts) • Trust Accounting (monthly management and annual statutory accounts) • District/Student Society accounting • Management of the Fees and Subscriptions Annual Renewals Process • Management of payroll including sign off prior to submission • Management of the Purchase Order Process, including monthly reviews and proposals for improvement. • Fixed Assets, to include ensuring that ICAEW adopts the most appropriate accounting policies and estimates (asset lives) and accounts for fixed assets appropriately under IFRS (with special attention to leases) • Management of all balance reconciliations on a monthly basis, ensuring they all agree to a monthly trial balance • In depth review on a monthly basis of the trial balance to ensure correct treatment of transactions • Review of all journals of high value (over £50k) posted in the area prior to posting and sign off post month end • Where changes to IFRS are on the horizon, ensure that all relevant wider team members are aware of the implications for ICAEW • Work closely with Finance Business Partnering Team regarding all financial accounting matters and updates • Assist in preparation of Budget, Forecasting and Operational Plan with the Head of Finance Business Partnering. • To build, maintain and manage a high performing team by providing leadership, role clarity, coaching, training & career development 		

- To manage the performance of Finance Accounting & Transactional Processing direct reports
- To inspire and influence teams to deliver against organisational strategies
- Play a key role in the Finance Management Team and contribute to the overall effectiveness through collaborative goal setting, delivery and ways of working
- Specific duties will vary from time to time in line with the business needs

ICAEW values – all staff are expected to work to these values

The 3 i's – Initiative Insight and Integrity

The 3 i's are the values that drive our attitude and approach to working at ICAEW, along with our ways of working being agile, collaborative and innovative.

Initiative

- Actively collaborating to identify needs and look for innovative solutions.
- Bring together different groups and communities to work together.
- Empowering people to be agile, so they can take ownership and harness the collective efforts of ICAEW in a flexible and responsive way.

Insight

- Actively gathering insights to develop innovative and considered thought.
- Collaborating with our networks to voice different perspectives and insights internally and externally to stimulate discussion and debate.
- Being agile in finding new and timely ways to provide understanding and insight to our members, organisations and government

Integrity

- Acting with transparency, consistency and openness as Integrity underpins all activity we undertake.
- Standing by your principles to adhere to the highest professional standards even when facing adversity.
- Doing the right thing, even when no one is looking.

Candidate profile

- Relevant accountancy qualification with strong experience in financial accounting, business reporting and planning within a decision support environment
- Technically strong (able to evidence regular and up to date PQE, particularly with respect to recent IFRS changes)
- Experience in leading, managing and coaching others
- Proactive and committed, with a real desire to help improve ICAEW and team performance
- Strong process and project skills and an enthusiasm for change management
- Resilient with a keen eye for detail and a “right first time” culture
- Able to inspire confidence from those they manage, their peers and directors and build strong, credible relationships
- Build relationships across ICAEW to develop full understanding of operations
- Able to communicate clearly, both verbally and in writing
- Strong Excel skills
- Experience using Microsoft Dynamics NAV or similar and preferably with Jet reporting.