



SCONE ESTATES

## Job Description for Financial Controller, Scone Estates

Job Title:	Financial Controller	Responsible to:	Finance Director
Main purpose of job:	To oversee the organisation's financial accounting, reporting and control activities and to ensure they are carried out efficiently, effectively and in line with best practice.		
Management of the following staff: Assistant Accountant and Finance Assistant			
Main responsibilities include :			
	<ul style="list-style-type: none"><li>- The day-to-day running of the financial accounts team with overall responsibility for the accurate and timely completion of Management Accounts, Year End Financial Accounts and all regulatory compliance;</li><li>- Delivery of the annual budget process;</li><li>- Monitoring, forecasting and managing the finances and cashflow requirements to ensure sufficient cash is available to meet obligations as they are due.</li></ul>		
Management Support & Accounts	<ul style="list-style-type: none"><li>- Ensure all financial records are kept accurately and securely and in line with legislative requirements;</li><li>- Ensure timely payment of creditors and invoicing of debtors;</li><li>- Oversee the debtor management process, produce monthly reports to Heads of Dept and ensure collection of overdue payments;</li><li>- Overall responsibility for payroll, pension and tax contribution payments and journals including MTD ITSA;</li><li>- Reconcile all Balance Sheet accounts each month, with particular attention paid to the Nominal ledger Control Accounts;</li><li>- Produce completed monthly accounts within agreed timescales;</li><li>- Complete Year End accounts with full back up files within agreed timescales;</li><li>- Analysis of business performance including benchmarking and making recommendations for improvement;</li><li>- Submit VAT returns within agreed timescales.</li></ul>		
Systems	<ul style="list-style-type: none"><li>- Develop Sage Accounting systems to improve the efficiency of operations, quality of output and quicker and more accurate reporting.</li></ul>		
Banking & Cashflow	<ul style="list-style-type: none"><li>- Administer the bank accounts and ensure that bank reconciliations on all company bank accounts are accurate and up to date;</li><li>- Summarising cash movements on a daily, weekly and monthly basis and forecast for a rolling 3 months horizon;</li><li>- Provide accurate cash-flow projections to the CEO/FD;</li><li>- Responsible for ensuring daily takings are counted, accurately recorded in accounts system and banked;</li><li>- Overseeing petty cash reconciliation, allocating payments to appropriate budgets.</li></ul>		
Other	<ul style="list-style-type: none"><li>- Responding promptly to accounts enquiries from customers, suppliers and staff;</li><li>- Production of financial reports for management information;</li><li>- Work closely with budget-holders to enable them to analyse financial data to make accurate business decisions;</li><li>- Act as the first point of contact for the external accountants and communicate with them to ensure all questions can be answered efficiently;</li><li>- Attendance at monthly Management Meetings and other meetings/training as required;</li><li>- Any other reasonable duties as requested by the Finance Director, CEO or Family.</li></ul>		

*This job description is a guide to the nature of the work required, it is not wholly comprehensive or restrictive*



SCONE ESTATES

## Person Specification for Financial Controller, Scone Estates

FACTOR	ESSENTIAL (E) Or DESIRABLE (D)
<b>QUALIFICATIONS</b> Educated to degree level (Financial Accounting) or equivalent Fully qualified accountant (CA, ACCA or CIMA) or equivalent	D E
<b>EXPERIENCE</b> Demonstrable practical experience of working to a similar level in a financial management role Demonstrable experience of; preparing comprehensive budgets and cash flow forecasts; developing and reviewing effective financial systems and controls Experience of managing, mentoring and motivating a team Experience of landed estates and/or agriculture	E  E E D
<b>KNOWLEDGE</b> A good understanding of payment deadlines and month end deadlines Knowledge and experience of payroll systems A good working knowledge of pensions and auto-enrolment A good working knowledge of VAT and partial exemption	E E E E
<b>SKILLS AND ABILITIES</b> Must be computer literate and have extensive knowledge of Microsoft Packages with an advanced understanding of Microsoft Excel Knowledge and experience of accounting software Knowledge and experience of Sage 200c professional	E E D
<b>PERSONAL QUALITIES</b> Demonstrate a desire to achieve improvement across the business The ability to maintain the highest professional and ethical standards Able to develop, establish and maintain positive relationships with staff, suppliers and others & to engage with a variety of audiences Keen attention to detail with a methodical approach Well organised, goal orientated and able to co-ordinate a range of activities Able to prioritise and deliver to tight timescales Friendly and personable but confident to asks questions, challenge and seek clarification when required Able to work on own initiative in a pro-active matter The willingness to undertake any training required for the role Act as an ambassador and represent Scone Place & Estates in a positive light	E E  E E E E  E E E E

December 2022