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**Welcome**

Thank you for your interest in applying for the role of Head of Quality and Compliance at the Blackburne House Group.

We’ve put together some information below which we hope will provide some useful context and an understanding of the organisation and job role. You can also visit our website [www.blackburnehouse.co.uk](file:///C:\Users\User\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\56ZGYYCU\www.blackburnehouse.co.uk) for greater detail on the organisation.

**For More Information about the Role**

If you require further information about this role, please email **pamdwyer@blackburnehouse.co.uk** to arrange a discussion.

**Applications Procedure**

Completed applications and monitoring forms should be returned to Pam Dwyer, Blackburne House, Blackburne Place, Liverpool L8 7PE. Alternatively **email** your completed application and monitoring form to pamdwyer@blackburnehouse.co.uk

In the interests of economy you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated but we unfortunately do not have the resource to respond to every application that is made.

In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, you must be eligible to live and work full time in the UK. Documented evidence of eligibility will be required from all potential employees as part of the recruitment process

**Deadline for Applications**

5pm, Friday 26th August 2022.

**The Blackburne House Group**



Blackburne House Group is a training led organisation, which delivers high quality training, and education services. We’re based in a beautiful Grade II listed building, situated in Liverpool’s famous Hope Street quarter, close to the city centre.

Attracting thousands of visitors each year, our facilities include an education centre for women, the School for Social Entrepreneurs North West, a thriving bistro, a women’s wellness centre, excellent conference facilities and a 30 place nursery. From the beginning, these highly acclaimed and flourishing social enterprises have supported our educational aims and provide tangible examples of how new markets can be used to serve local communities.

**About the Role**

Blackburne House is a Liverpool based social enterprise that supports the development and education of local and often vulnerable women. The role of Financial Controller will provide high quality financial information working closely with the Chief Executive Officer (CEO) and support the executive leadership team (ELT) and the Board of Directors.

Our Financial Controller will be accountable for robust management of all financial and accounting activities including risk, financial compliance, and regulatory obligations. They will oversee the finance team in day to day operations.

We are a friendly and caring organisation, and we support each other. As an equal opportunities employer, we welcome applications from all suitably qualified persons and would particularly welcome applications from Black and Ethnic Minorities, disabled people and LGBTQIA+ people.

***We believe the position you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and a satisfactory enhanced disclosure is required which will include a children’s and/or adults’ barred list before you are commence employment. The position you are applying for may involve engaging in regulated activity with children and/or vulnerable adults and it is a criminal offence to apply for this role if you are barred from working with children and/or vulnerable adults. If you are invited to interview, you will be required to declare all unspent convictions and conditional cautions, and all spent convictions and adult cautions (simple or conditional) that are not ‘protected’ (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020) You will be required to provide the necessary identification documents at interview to enable the DBS check to be completed before you commence employment.  These identification documents may be different to those required to confirm your right to work in the UK.***

**About You**



We are looking for someone who understands stakeholder needs and can manage resource, performance and risk. We require someone who can work as part of a team, who can think tactically about the needs of the business to deliver successful outcomes. You will be a flexible and resilient person, with a high level of analysis and problem solving skills.

We’re looking to welcome someone into our team that shares our [**Values**](https://www.blackburnehouse.co.uk/about) and is able to form positive relationships and work with openness and integrity. During any employment with Blackburne House you will be expected to conduct yourself in a manner appropriate to the professional image of the Institution. You will be expected to provide a prompt and efficient service and to maintain appropriate standards of professionalism and of personal appearance at all times.

**Job Description**

**Post:** Financial Controller

**Salary: £40,000 pro rata**

**Responsible to:** Chief Executive Officer

**Direct Reports:** 1

**Responsible for:** Strategy, budget and plans; Operational Management; Business Development

**Location:** This post will be based at Blackburne House, Liverpool

**Flexibility:** Willingness to adapt working hours to suit the needs of the organisation. This may involve occasional evening and weekend work.

**Strategy, Budget & Plans**

* Maintain an external appreciation of organisation’s competitive environment
* Contribute to development of organisation’s strategy and plans
* Coproduce annual budgets aligned to strategic and operational plans
* Develop financial plans and budgets based on trend data and business forecast
* Ensure delivery of timely, accurate and relevant monthly management accounts
* Investigate management account variances with budget holders
* Maintain robust reforecast timetable
* Provide financial support and training for budget holders

**Operational Management**

* Ensure efficient and accurate maintenance of the organisation’s financial records
* Maintain compliance of financial procedures, policies, and regulation
* Ensure reconciliation of control accounts, regular reviews of bank accounts, nominal ledger, aged debtors, and creditors
* Produce accurate cashflow forecasts
* Maintain up to date balance sheet with clarity of debt provision
* Ensure timely production of monthly payroll
* Lead on updates and improvements for accounting system, payroll, and invoicing
* Examine financial reports and data to ensure accuracy

**Business Development**

* Collaborate with ELT to ensure funder returns are submitted before deadline
* Ensure appropriate utilisation of project and restricted funds
* Produce appropriate financial returns to funders
* Ensure resolution of funder queries and additional information

**People Management**

* Line management of Finance Manager
* Motivate and lead finance team, ensure wellbeing and CPD

**Governance**

* Support chair of Finance, Audit and Risk committee with accurate reports
* Maintain organisation’s risk and mitigation log
* Fulfil role of Company Secretary
* Proactive engagement with external auditors on production of annual accounts
* Produce annual reports to agreed timetable
* Support CEO in presenting finance reports to ELT, Board and Stakeholders

**External Relationships**

* Maintain positive working relationships with the organisations Bank, Funders and Auditors

**Person Specification**

**Qualifications**

* Qualified CCA, CIMA, ACA or QBE

**Skills**

* Strong leadership and people management
* Excellent communication and reporting
* Self-motivated with track record of turning challenges into opportunities
* Applies discretion and confidentiality

**Knowledge and Experience**

* 5 years’ managing financial process
* Successful preparation and conclusion of annual audit process
* Use of Sage or similar accounts package
* Strong business acumen
* Proven ability to build effective internal and external relationships
* Motivational line management, people development and team wellbeing
* Strong appreciation of reputational risk for an organisation of charity status