

# Providence Job Specification for Open Requirement

## Financial Controller

**About Providence** – Providence provides government, defence, and law enforcement customers with bespoke capability development initiatives, equipment procurement solutions, and best-in-class operational training. We leverage our collective experience in defence, policing, and intelligence operations, to provide an innovative and dynamic approach to delivering services, products, and solutions for our clients.

We are a small business located in rural Herefordshire and Steenberg (in Holland), with a tight-knit team and a fast-paced, energetic working environment. We are seeking to grow through 2023 by sourcing new skills and talent into our established business lines. We understand that people are the engine behind Providence, and we draw on our technical, operational, and specialist experience to provide the know-how and support to solve some of our clients' most challenging operational problems.

**Description** – We are seeking a highly motivated and talented individual to join our company as a Financial Controller. This is an excellent opportunity for a newly qualified Associate Chartered Certified Accountant (ACAA) looking to apply their accounting expertise in a dynamic and growing company. The job is based at our main office near Hereford with the successful applicant reporting to the Chief Finance Officer.

### Job Details

**Job Title:** Financial Controller

**Contract Type:** Full Time

**Department/Team:** Central

**Responsible for:** Managing the financial operations of the organization, ensuring accurate and timely reporting, maintaining compliance with financial regulations, and providing strategic financial guidance to support our sales objectives.

**Job Location:** Harewood End, Hereford

### 1. Principal Responsibilities and Accountabilities

- Prepare timely and accurate financial reports, including monthly, quarterly, and annual financial statements. Ensuring compliance with relevant accounting standards and regulations.
- Maintain robust internal processes to ensure compliance with our financial procedures. Continuously assess and enhance these procedures if required. Ensure compliance with external regulations and assist with auditing.
- Collaborate with the Senior leadership team to develop annual budgets and long-term financial forecasts to present to the board of directors. Monitor and analyse budget variances, providing insights and recommendations to optimise financial performance.
- With help from the CFO Conduct detailed financial analysis to support decision-making processes. Evaluate financial data, identify trends, and provide meaningful insights to senior management for effective strategic planning.
- Monitor cash flow, analyse cash flow projections and assist the CFO with making recommendations to optimise cash management.
- Complete monthly reconciliation of Balance Sheet accounts.
- Preparation of quarterly VAT returns.
- Preparation of Payroll information and adjustments.
- Bank reconciliations on a weekly basis to include various bank accounts, credit cards and prepaid cards.
- Reviewing sales ledger, performing credit control duties, creation of reports for sales focused staff.
- Categorisation and approval of purchase invoices, receipts, preparation and creation of payment runs, review of aged creditors.
- Managing expenses, ensuring that receipts are obtained and paid out to staff in a timely manner. Ensuring company cards have been topped up with funds if needed.

- Management of pension scheme including adding and removing employees and uploading of monthly contributions.
- Intercompany reconciliation and adjustments leading to intercompany accounts being produced.
- Currency management, forecasting and recommending forward buying arrangements.

## 2. Additional Responsibilities or Requirements

- Have a full valid driving license and passport.
- Eligible for background checks and security clearance.
- Monitoring of customer supply chain platform.

## Person Specification

Details		Essential		Desirable
<b>Education</b> <ul style="list-style-type: none"> <li>• Minimum of AAT qualified and part or newly qualified as ACCA / ACA / CIMA</li> <li>• Experience in a similar role</li> </ul>		Yes Yes		
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Worked with QMS systems such as ISO 9001.</li> <li>• Use of software systems, such as Xero</li> <li>• Strong knowledge of Microsoft office packages.</li> </ul>		Yes Yes		Yes
<b>Skills, Abilities and Attributes</b> <ul style="list-style-type: none"> <li>• Ability to prioritise conflicting requirements.</li> <li>• Strong team ethic with the ability to work in a small, busy team and produce consistent results with minimal supervision.</li> <li>• Analytical in approach with strong numerical data, administration, and IT skills.</li> </ul>		Yes Yes  Yes		
<b>Experience</b> <ul style="list-style-type: none"> <li>• Reporting accurately to board level</li> <li>• Knowledge of financial management regulations and principles</li> <li>• Keeping up to date with changes in regulations</li> </ul>		Yes Yes		Yes
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>• Strong analytical and problem solving skills</li> <li>• Well presented, articulate and well-rounded.</li> </ul>		Yes Yes		

### Notes

- Opportunities for advancement and career development within a dynamic and growing team.
- The successful candidate will be required to undergo United Kingdom National Vetting Security Clearance.
- 25 days holiday per year (increasing to 30 days over time) plus bank holidays.
- Personal and professional development.
- Up to £55k per annum