

CONFIDENT

I've made the right choice



Job description

Job title:	Financial Controls Analyst
Reports to:	Financial Accountant
Management of:	N/A
Department or team:	Central Finance Team
Job family:	Enabling teams
Location:	Business Support Centre, Hampton, Peterborough
Role specific requirements:	Monday to Friday, 37.5 hours per week (flexible)

Purpose of the role:

The Financial Controls Analyst will work as part of a team responsible for designing, monitoring and maintaining Mencap's financial controls framework. Financial controls help to ensure Mencap uses its funds effectively and efficiently, and complies with legal and other requirements.

Key responsibilities

Overall purpose of the Financial Controls Analyst

The Financial Controls Analyst will work as part of a team responsible for designing, monitoring and maintaining Mencap's financial controls framework. Financial controls help to ensure Mencap uses its funds effectively and efficiently, and complies with legal and other requirements.

Monitoring & Maintaining Financial Controls

The Financial Controls Analyst will be responsible for determining whether Mencap's existing financial controls framework is applied correctly, and performing regular checks (reconciliations, spot checks, analytical review) to identify variances and irregularities.

They will independently engage with colleagues and external stakeholders to investigate issues arising from this monitoring, and work to resolve them. They will be proactive in seeking to ensure identified issues do not arise again if avoidable.

Designing Financial Controls

Where the activities of Mencap create the need for new or additional financial controls, the Financial Controls Analyst will assist the Financial Controller in designing these controls. They will make recommendations based on their own knowledge and experience, and assist in implementation.

Additionally, the Financial Controls Analyst will look for continuous improvement opportunities where existing financial controls can be improved or are no longer fit for purpose, and propose solutions. They will use their wide-reaching visibility of Mencap's financial activities to consider how individual controls fit together in the wide financial controls and operational frameworks.

Accounting & Finance

As a finance professional, the Financial Controls Analyst will from time to time assist other Mencap finance teams with expert knowledge and skills, including in areas other than financial controls. However, their work will primarily remain focussed on Mencap's financial controls framework.

Stakeholder Management

The Financial Controls Analyst will develop and maintain positive working relationship with their colleagues and external stakeholders, working with them to understand their needs, delivering a service that meets these needs.

They will be knowledgeable about Mencap's requirements and the operating context for the Finance team and will use all data, information and resources available to them. Passionate about the delivery of a high quality service they will work collaboratively to develop relationships across the organisation and externally.

Responsibilities:

Reconciliations and monitoring controls

- Perform reconciliations of balance sheet accounts against supporting data on a regular basis (usually monthly) to ensure consistency
- Take ownership of control account balances and provide information as required to the management reporting team
- Regularly check other control processes are being applied
- Perform spot checks and other monitoring of relevant controls (e.g. invoice authorisation)

Investigation and supporting resolutions

- Identify variances arising in reconciliations and investigate to ensure they are understood
- Follow up with internal and external stakeholders as necessary to identify an appropriate resolution
- Provide technical support to internal colleagues when posting adjustments or corrections to resolve identified issues (including issues identified by colleagues prior to reaching the reconciliation stage)
- Where necessary, process adjustments directly
- Proactively work with stakeholders to ensure identified issues are not repeated
- Report non-compliance and control failures to the Financial Controller, together with recommended outcomes

Designing and maintaining controls

- Assist the Financial Controller and other finance teams in designing appropriate controls for new processes or activities
- Identify instances where a new control may be required or helpful
- Regularly review and consider the ongoing suitability of existing controls, and propose changes or improvements
- Create and maintain documentation of all current controls

Internal and external audit

- Support the internal and external audit teams in their reviews of key controls
 - Assist the Financial Controller in providing management responses to audit findings
 - Apply recommendations and findings from audits
-

Other

- Handle confidential and sensitive information from across Mencap with due regard to data protection policy and rules
- Develop and maintain effective relationships with internal and external stakeholders
- Create and maintain process documentation for the financial controls team
- Maintain familiarity with operational usage of Mencap financial systems
- Provide ad hoc support to the Financial Controller and Financial Accountant

Our values



You will role model our five values in all your work activities.

Switched on about learning disability

We expect our people to be up-to-speed with the current world of learning disability, know about the challenges and realities people face and understand the impact Mencap is trying to bring about.

Collaboration

We expect people to be brilliant at collaborating across teams, functions, service types and perspectives so that people with a learning disability and their families receive the joined-up support they need. Leaders will break down silos and cliques and challenge blinkered or habitual thinking. People will know and love all that Mencap does, not just the work they do.

Final comment

This job description is not exhaustive and reflects the type and range of responsibilities and outcomes associated with this role in Mencap.

Person specification

Skills & abilities	Essential/Desirable
Excellent written and verbal communication, particularly in conveying financial issues to non-finance colleagues	E
Excellent numeracy skills	E
Ability to maintain accuracy and attention to detail while working at speed	E
Ability to develop and maintain positive working relationships	E
Confidence when engaging with senior colleagues and external stakeholders	E
Ability to work under pressure, manage workload and deliver to deadlines	E
Self-motivation and ability to work on own with minimal supervision	E
Advanced Excel and data manipulation skills	E
Knowledge and experience	Essential/Desirable
Experience in challenging colleagues in a positive fashion	E
Experience working with financial information	E
Experience handling confidential information	E
Experience using financial information and reporting systems, as well as MS Office	E
Experience of working with financial controls	D
Experience of financial reporting	D
Understanding of Mencap activities	E
Understanding of Mencap's external context	D
Qualifications	Essential/Desirable
Full or part-qualified CCAB, CIMA or equivalent accountant	D