****

**Financial Controller (Workspace & Serious Impact)**

Location - Future Business Centre, Cambridge (with some travel to Peterborough and London)

Hours – Full Time, 35 hours / 5 days per week

Reports to – CEO Workspace & Serious Impact with dotted line to Group Finance Director

Salary – Market rate, dependant on qualification level and experience

**About Us**

Allia is the UK’s leading organisation dedicated to helping impact ventures to thrive. For 20 years, Allia has supported those that aim to make positive change and address the most pressing global and local challenges: through flexible workspace, networking and community in its Future Business Centres; its Serious Impact programme of business support for entrepreneurs; and social finance solutions to help charities create greater impact.

In the last 20 years, we have helped 1,440 ventures to start-up, grow and scale, which have launched new innovations and companies, creating 4,500 jobs and we have issued bonds raising over £311.5 million to help charitable organisations with development projects and activities.

Our people are pivotal to our success and we have grown expediently. Our team is over 50 strong in 3 locations and we continue to add to this number. We are an equal opportunities employer who embraces diversity, inclusion and flexible working. In fact, we are the best not-for-profit employer for employee engagement in the Eastern region. We offer a great working environment, true team working ethos, great benefits and much more.

**Who We Are Looking For**

This is an excellent opportunity for a newly qualified accountant (or exceptional part qualified), ideally with some commercial experience, to take a key finance role as we go through an exciting period of transition and continued growth.

To support our ambitions and further development, we have separated our activities into 3 operating companies: Allia Workspace Ltd, Allia Serious Impact Ltd and Allia Impact Finance Ltd. Although there will be some group tasks, this role is primarily to head the finance team for the Workspace and Serious Impact subsidiaries.

Leading a young and evolving team, you will be part of the new Senior Management Team and working directly with the CEO of Workspace & Serious Impact - with support from the Group Finance Director - to make sure all finance activities run smoothly.

In particular, you will be responsible for leading the finance team to maintain the underlying accounting books and records, provide up to date and properly organised accounts to support prompt and accurate payment of suppliers, timely and accurate collection of income, efficient month-end procedures and management accounts reporting and the preparation of the published financial statements. Your understanding and insight will support operational decision making, with monthly and project reporting, budgeting and other business performance analysis along with reporting performance against budget to Allia Group.

Leading and managing your team and their development and capabilities will be a critical function of the role and we are looking for someone with high potential to inspire, manage and motivate.

Leadership, accounting and business skills are required for this position. You will be joining a fast-growing non-profit organisation that offers unparalleled opportunities for development and growth, so we are therefore looking for a dynamic and highly motivated individual ready to embark on this next chapter.

**Role Responsibilities**

* Line management and development of the Allia Workspace & Serious Impact finance team covering 1-2-1s with individual staff members, identifying training and mentoring needs and opportunities and managing resource requirements
* Managing all accounting, monitoring and reporting processes and procedures, including bank accounts, sales ledger and purchase ledger on Sage 200 with responsibility for the output of the team and not just tasks within your own remit
* Working with the Allia Workspace Managers and using the output from the Clarity software package to invoice tenants and other customers
* Monitoring and processing monthly customer direct debit and standing order collections and managing credit control procedures and chasing outstanding debtors, as appropriate
* Maintaining the purchase ledger to ensure prompt and accurate invoice authorisation, supplier payments, accurate recording of our liabilities, and to support cost control
* Processing BACS payments and maintaining accurate records of authorisation
* Processing payroll transactions and managing intra-group recharges
* Maintaining accurate underlying VAT data
* Managing the day-to-day cash position to ensure adequate resources and using Sage to undertake weekly reconciliations of our main bank accounts
* Being an active member of the Senior Management Team and working with the CEO and Managers to set budgets and then preparing monthly financial reporting and other financial analyses to understand our financial position and drive operational decision making, as well as reporting to the Allia Group
* Helping with financial modelling and scenario planning for new opportunities and endeavours to inform decision making and planning.
* Liaising with auditors and preparing information and analysis to support the annual audit
* Developing and carrying out the agreed month end procedures and reconciliations, to ensure a prompt and efficient month end
* Keeping abreast of changes in financial regulations and legislation
* Any other task that is deemed as appropriate and within the competence of the individual

**Person Specification**

* Recently qualified ACA or ACCA or exceptional part qualified. (If appropriate, support will be given to finish qualification, which is expected will be completed quickly).
* Capable of effectively leading, motivating, managing and developing a small team
* To have undertaken, or be willing to fulfil line management / leadership training
* A highly organised and efficient approach to work
* Excellent communication skills, written and oral
* Willing to work flexibly to meet the demands of the business
* Diligent with strong attention to detail
* Good understanding of business as well as financial issues
* Sound decision making
* An approachable, friendly manner with a can-do attitude
* Self-motivated, able to work on own initiative
* Experience of Sage 200 would be advantageous
* Prior knowledge of charity accounting would also be helpful but not essential
* Some commercial experience would be ideal

To apply please send your CV (including contact details of two referees) and covering letter to: [recruitment@allia.org.uk](mailto:recruitment@allia.org.uk)

Closing date for applications is 5pm on 28th January 2019.