THE HONOURABLE SOCIETY OF THE
MIDDLE TEMPLE

JOB DESCRIPTION

Job Title: Financial Controller – Maternity Cover

Reporting to: The Director of Finance & Corporate Services

Location: The Honourable Society of the Middle Temple

Hours: 37.5 hrs pw (Monday – Friday, 9 – 5.30)

About Middle Temple
Middle Temple is one of the historic four Inns of Court with the exclusive right to Call members to the Bar of England and Wales, enabling them, after a period of vocational training, to practise as barristers. The Inn is both a professional membership organisation and a property landlord, managing a substantial estate in central London. We host a wide range of events for members and guests and provide spaces for private hire. Middle Temple is home to an extensive law library with specialist collections in EU and US law, as well as archives and artefacts dating back over five centuries. Together with Inner Temple, we are also responsible for the Temple Church, consecrated in 1185 and once the headquarters of the Knights Templar in England.

Our vision is to promote and support the rule of law throughout the Common Law world. We achieve this by supporting our members throughout their professional careers through education, training and scholarships while championing professional ethics and fostering a strong collegiate ethos.

Job Summary
The Financial Controller will deputise for the Director of Finance & Corporate Services, representing the finance function at senior management meetings and organisational forums, while providing strategic financial business partnering to departmental heads. They will lead finance transformation initiatives, monitor and manage organisational cash flow, reserves, investments and financial risk, support the development of long-term financial strategies, and present financial information and recommendations to senior committees, trustees and other governance bodies, ensuring compliance with charity, company, taxation and regulatory requirements across all entities.

Areas of Responsibility
1. Support the Director of Finance & Corporate Services and deputise as required, providing leadership to the Finance team and ensuring effective financial controls, governance, compliance and continuous improvement.
2. Provide strategic financial support and advice to Directors, Heads of Department and Budget Holders, including financial appraisals, cost control, value-for-money initiatives and budget monitoring.
3. Lead the preparation of statutory and management reporting, including annual accounts, audits, management accounts, forecasts, variance analysis and regulatory returns for all entities.
4. Manage the organisation's budgeting, financial planning and forecasting processes, supporting long-term financial sustainability, cash flow management and informed decision-making.
5. Oversee payroll governance and compliance, maintaining effective controls, managing the outsourced payroll provider, ensuring legislative compliance, and undertaking any other duties consistent with the level of the role, including health and safety responsibilities.
6. All staff are responsible for their own health, safety & welfare, and that of others, through their actions or inactions. They are therefore required to be familiar with and adhere to our Health &

Specific duties etc may be subject to change from time to time, to reflect changes in organisational requirements.

Safety Policy (and all associated policies, systems & procedures), to develop and maintain their knowledge, skill & experience with regards to health & safety and, commensurate with the level of the post, to promote safe working practices.
7. To lead by example, model and promote the Inn's values, including demonstrating a commitment to diversity and inclusion.
8. To undertake other such duties as the line manager or director may reasonably require.

PERSON SPECIFICATION

Qualifications

1. ACCA/CIMA professional Qualification or equivalent

Knowledge, Skills & Experience

1. Extensive knowledge of financial reporting standards, accounting regulations, Charity SORP, taxation, VAT and statutory reporting requirements, with the ability to apply technical guidance in a practical business environment.
2. Proven experience producing management accounts, financial analysis, forecasts, budgets and performance reports, supporting strategic decision-making and financial sustainability.
3. Strong leadership, organisational and project management skills, with experience leading audits, developing colleagues, managing competing priorities and delivering accurate work to demanding deadlines.
4. Excellent IT, analytical and stakeholder management skills, with the ability to use financial systems and technology effectively, communicate complex financial information clearly, and drive continuous improvement to financial controls, processes and reporting.
5. Highly effective in fulfilling all areas outlined in the Job Description.
6. Experience of managing own workload with minimal supervision; able to multi-task, effectively plan work, prioritise and meet deadlines.
7. to effectively motivate, lead & develop individuals and teams.
8. To provide support, instruction & guidance to relevant colleague(s) as may be required.

Personal Qualities

1. Highly numerate with strong analytical and problem-solving skills, capable of interpreting complex financial information and translating it into meaningful insights to support decision-making.
2. Excellent communications and interpersonal skills with the ability to communicate effectively (verbally and in writing) at all levels.
3. Ability to work on own initiative within the parameters of the role e.g. identifying ways that services within area of work can be improved.
4. Ability to contribute positively to the work of the team and work supportively, co-operatively and collaboratively with colleagues.
5. Ability and willingness to learn new skills.
6. Ability to be flexible and attend work (e.g. meetings, events) outside the normal working week as may be required from time to time.

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