Enterprise
Cheshire +
Warrington

Job Description	
Job Title:	Financial Controller
Reporting to:	Finance Director
Work Base:	Winsford (Hybrid working in place)
Duration:	Fixed Term Contract - minimum of 12 months, potential for extension
Reviewed/Updated:	June 2025

Main Purpose of Role:

To support strong Governance, acknowledging ECW is now a Teckal compliant LA owned company which operates in a political environment.

Responsibilities will include overseeing end-to-end finance operations, financial planning and analysis, balance sheet reconciliations, looking to make improvements to procedures and controls, and leading on procurement.

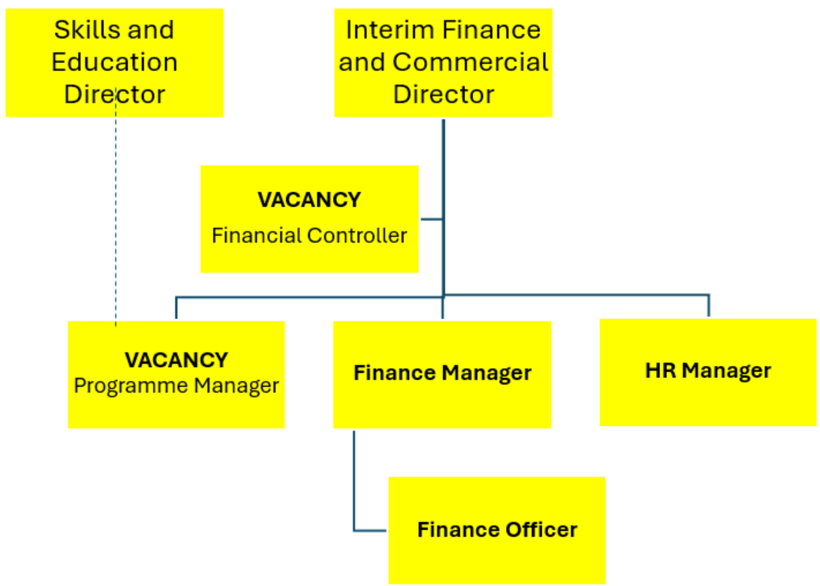
This role ensures the lawful and effective operation of financial functions. compliant with CIPFA public sector accounting standards; promoting good financial management and ensuring public money is safeguarded and resources are used appropriately, economically, efficiently and effectively.

Key Responsibilities:

- Develop and embed financial systems and controls to ensure alignment across the ECW Group and with our accountable body and ensuring appropriate segregation of duties
- Ensure tight financial management; always ensuring Financial Regulations and CIPFA standards are met, approving movement within budget lines and the balance sheet, and recommending changes which impact the forecast outrun, to the FD
- Ensure cashflow forecasts are up to date
- Provide accurate information to develop the annual budget in conjunction with Financial & Commercial Director and budget holders.
- Ensure financial returns for government funded programmes are submitted in accordance with terms of the fund, and figures reconcile with program team records and funds held by the AB.
- Oversee Enterprise Zone loans and investments, prepare draw down requests, prepare and post the annual depreciation / amortization journal.
- Prepare quarterly intercompany reconciliations and reports for various committees and providing professional advice and objective financial analysis in relation to affordability and value for money, enabling decision makers to take timely and informed business decisions.
- To produce accurate and consolidated and loan Fund balances
- Co-ordination of the year-end closedown process and the timely and accurate production of the Statement of Accounts to the prescribed deadlines.
- To liaise with Internal and External Auditors, contribute to a prompt and effective closure
- Continually identify risks to delivery, propose solutions where necessary and effectively manage stakeholder expectations throughout.
- Undertake procurement activities from preparation of tenders to award of contracts.
- Lead the transfer of finance functions into the new operating structure

Programme Org Chart:

Corporate Services Team



Reporting Lines:

- Responsible to the Finance Director
- Line Management responsibility for 1.9 FTE

At a Glance Summary:

Managing Others	▪ Responsible for ensuring all colleagues within their team are directed managed and developed effectively and accordingly
Level of responsibility	▪ Business impact of role is at a strategic level. ▪ Manages financial resources, including financial planning and forecasting, commits the business expenditure regarding commercial planning. ▪ Required to provide strategic input to colleagues and / or clients. ▪ Contributes directly to and / or develops the business plan for the organisation
Specialist knowledge:	▪ Able to perform a complex range of technical or professional activities within area of specialism. ▪ The role provides a source of technical / professional knowledge and information for others. ▪ Has a good working knowledge of the organisations procedures and management systems. ▪ A specific professional qualification may be required for the role; or ▪ May have considerable experience, but not necessarily a professional qualification at this level. ▪ Has leadership experience in leading teams / others towards a set of strategic priorities.

Problem Solving & Decision Making	▪ Work requires creative problem solving and / or decision making on a range of operational problems on a regular basis. ▪ Ingenuity and sound judgement is required to ensure effective use of resources. ▪ Decisions may on occasion need to be made without all the required information to hand. ▪ Influences on decision making are both internal and external in scope.
Planning & organising	▪ Responsible for business outcomes and performance related to the business (e.g. KPI's). ▪ Identifies risks to delivery and mitigation strategies. ▪ Responsible for prioritising the workload of a department / area and aligning to strategic priorities. ▪ Motivates and directs others towards their individual contributions and supports their development
Communication & Influencing Others	▪ Develops collaborative relationships across multiple environments with various stakeholders, and partner organisations. ▪ Communicates with team on a range of issues, listening to understand needs and support where required. ▪ Effectively leads their team, encouraging collaboration within the team to achieve team objectives and/or KPI's. ▪ Will influence others, outside of the parameters of the standard work environment e.g. at specific events that will result in a direct impact on business outcomes. ▪ Will regularly negotiate for services/resources with others in the organisation and / or contractors

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Person Specification		
Specification	**Essential (E) Desirable (D)**	**Method of Assessment**
Education & Training		
- Degree and/or management qualification (or equivalent through work related experience)	E	Application/Interview
- Professional Accountancy Qualification i.e. CIMA	E	Application
- Membership of an accountancy body recognised by the International Federation of Accountants, qualified through examination, and subject to oversight by a professional body that upholds professional standards and exercises disciplinary powers	E	Application
Skills, Knowledge / Experience		
- Knowledge of working within Teckal companies' governance, compliance and business operations	E	Application/Interview
- Extensive knowledge and understanding of public sector finance, its current issues and their implications	E	Application/Interview
- Knowledge of enterprise zone funding	D	Interview
- Knowledge and understanding of the relationship between corporate priorities and the delivery of the service.	E	Application/Interview
- Knowledge and understanding of the national and local political context	E	Application/Interview
- Strong leadership skills with the ability to motivate others through difficult times and periods of significant change	E	Application/Interview
- Strong communication, negotiation and advocacy skills, both verbal and written	E	Application/Interview
- Ability to work effectively as part of a team to achieve results, building robust relationships both internally and externally	E	Application/Interview
- Able to demonstrate evidence of sound financial management skills	E	Application/Interview
- Excellent Sage skills	D	Application/Interview
- Prior experience of financial management in the public or private sector	E	Application/Interview
- Significant experience of leading relevant teams and functions at a senior management level with demonstrable success at a comparable level of scale and complexity	E	Application/Interview
- Proven ability to recognise trends, changes in circumstances and advise stakeholders accordingly.	E	Application/Interview
- Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	E	Application/Interview
Personal Attributes/Behaviours		
- Collaborates across boundaries to build effective partnerships both internally and externally	E	Application/Interview
- Proactively shares knowledge and information and creates a supportive environment that promotes empathy, respect, honesty and integrity	E	Application/Interview

- Monitors progress, anticipates problems and adapts plans to effectively manage change. - Sets high standards and keeps self and others focused on outcomes	E E	Application/Interview Application/Interview
Other		
- Valid UK Driving Licence and/or the ability to travel across Cheshire & Warrington.	E	Application