

## **FINANCIAL CONTROLLER (PART-TIME)**

Financial lead for a unique organisation with international reach

**Sail Training International is a registered charity established to develop and educate young people through the sail training experience; and the organiser of the world famous Tall Ships Races and Regattas.**

More information about the Tall Ships Races and Regattas can be seen on our public facing website [www.sailonboard.com](http://www.sailonboard.com)

We are keen to engage with an experienced candidate who is an advanced user of Excel and Sage 50 Accounts package, and is fully qualified with either ACA, CIMA or ACCA. Excellent communication and interpersonal skills are essential.

### **JOB DESCRIPTION**

We are looking for an experienced and motivated individual who can make a significant contribution to the ongoing success of a unique organisation, which sits at the heart of the world of sail training. This newly created permanent part-time role is based at our offices at Gosport Marina with hours by negotiation up to 21 hours per week.

You will be a key member of the senior management team, with responsibility for financial activities relating to the Charity and its subsidiaries. Financial insight together with strong communication skills are essential.

### **MAIN RESPONSIBILITIES**

- You will be responsible for timely delivery of the monthly management accounts and annual financial statements, including profit and loss accounts, forecasts, budgets, cash flows, variance analysis and commentaries. Both for individual companies and consolidated.
- Ensuring spending is kept in line with the budget.
- Advising on the financial implications and consequences of business decisions.
- Analysis of financial performance.
- Contributing to medium and long-term business planning and forecasts.
- Communicating financial data to non-financial managers.
- Monitoring and evaluating financial information systems and suggesting improvements where needed
- Monitoring investment of reserves
- Management of accounting policies, procedures and controls including implementation.
- Keeping current with financial regulations and legislation
- Keeping up to date with employment law and legislation including GDPR
- To act as Company Secretary for the Charity and its subsidiaries.

## **ESSENTIAL SKILLS / EXPERIENCE**

- Fully qualified with either ACA, CIMA or ACCA
- Proven finance and accounting management experience at a senior level
- Experience of Sage 50
- Data analysis and data presentation skills
- Advanced Excel skills and proficient computer skills in other MS Office products
- Outstanding interpersonal skills
- Line management and leadership experience
- Fluent written and spoken English

## **DESIRED SKILLS / EXPERIENCE**

- Experience of company secretary duties

## **REPORTING AND WORKING RELATIONSHIPS**

The Financial Controller will report to the Chief Executive and will work closely with the Finance Manager. The post holder will also work closely with all other members of the small office team.

## **PERSON SPECIFICATION**

Working as part of a small team demands an individual with a broad skill-set and willingness to tackle a wide variety of tasks as needs dictate. You have the ability to contribute to a positive, collaborative and mutually supportive team environment in the office.

You have the interpersonal skills to effectively work with STIs wider international stakeholder group including young people, volunteers, host cities, vessel operators and sponsors.

You have an analytical mind and can present data and financial information clearly and in a consistent format. You have the ability to work under your own initiative, multi-task and organise yourself in a dynamic work environment.

You have empathy for Sail Training International's charitable objectives of supporting the development of young people through the sail training experience regardless of culture, nationality, gender or religion.

## **REMUNERATION PACKAGE**

Up to £30,000 per annum (21 hours per week) + contributory pension scheme + private health insurance

Sail Training International is committed to investing in employee career development and performance reviews and ongoing training are central to this.

## **HOW TO APPLY**

Please email your CV and a covering letter giving examples of your relevant skills and current salary (if applicable) to [recruitment@sailtraininginternational.org](mailto:recruitment@sailtraininginternational.org)

**Deadline: 9am, Monday 20<sup>th</sup> May**