



The Institution of
Engineering and Technology



Creating a world of better opportunities

Job description

Financial Controller

Hybrid - Stevenage

Permanent

Grade 12

Full Time - 35 Hours per Week

Reports to: Group Financial Controller

Where the role fits

Click or tap here to enter text.

Purpose of the role

The Financial Controller manages the IET's financial activities across international operations, treasury, investments, and fundraising. Key responsibilities include ensuring accurate and timely financial reporting, maintaining compliance with regulatory requirements, and implementing robust financial controls and procedures. The role oversees statutory reporting for non-UK subsidiaries, manages relationships with external advisors, and supports investment and treasury activities, including monitoring performance and maintaining risk registers. Additionally, the Financial Controller provides financial guidance for fundraising activities, ensuring proper revenue recognition and regulatory compliance.

With the role, the Financial Controller will have direct line management of IET colleagues, supporting their development, and ensuring effective collaboration across financial operations. The role also reports to committees including the Audit and Risk Process Committee and the Finance and Investment Committee, providing input on financial strategy and governance.

Our leadership charter

Leadership is important. It helps create the culture that we need to be a success – as individuals, as teams and as an organisation. As part of our framework, we have four behaviours we specifically look for in our leaders:

- **Shares vision** – by setting a clear shared vision of success for the organisation
- **Sparks engagement** – by empowering, inspiring, and developing people
- **Skilfully executes** – by setting stretching performance expectations, reviewing progress, and holding people to account to deliver planned outcomes
- **Sustains progress** – by recognising achievement and encouraging continuous improvement and experimentation

Our five behaviours

Created by our people – for our people; our behaviours underpin much of what we do and reinforce the type of organisation we want to be. They're an integral part of how our performance is managed and how we recognise great work, and map across our learning and development offering too.

You will seek to bring our behaviours to life in all that you do:

- **Include everyone**
- **Do your very best**
- **Take full ownership**
- **Work well with others**
- **Openly communicate**

Main duties and responsibilities (not necessarily in priority order)

- Oversee financial operations and reporting for the IET's international offices, including line management of the IET's International Finance Manager, ensuring the timely and accurate monthly management reporting and review of accounting journals, balance sheet reconciliations, and intercompany eliminations.
- Monitor and enhance local financial procedures and controls within international offices, ensuring regulatory and contractual compliance, including tax registrations, filings, and banking mandates.

- Review year-end statutory accounts for non-UK subsidiaries, providing annual updates to the Audit and Risk Process Committee and ensuring all contractual arrangements with subsidiaries remain effective and appropriate.
- Provide strategic financial and tax advice to the organisation, maintaining strong relationships with local advisers and international staff to ensure compliance and operational efficiency.
- Manage treasury functions, including line management of the IET's Treasury Officer, overseeing cash flow forecasting, bank reconciliations, deposits management, Know Your Customer (KYC) compliance, and maintenance of banking mandates and operational risk registers.
- Lead investment management activities by reviewing monthly investment journals, monitoring performance, collaborating with advisors on strategy, and reporting to the Finance and Investment Committee.
- Act as the finance liaison for fundraising activities, determining revenue recognition, preparing statutory disclosures, and providing governance support while ensuring adherence to due diligence policies and fundraising regulations.
- Lead on the consolidation of IET's international entities into the UK accounts issuing clear group instructions, and help lead and support the preparation of IET's UK statutory accounts and the year-end audit process.
- Attend and report to key committees, including the Audit and Risk Process Committee and the Finance and Investment Committee, on financial and operational performance.
- Manage key finance team members, ensuring effective collaboration, compliance with financial regulations, and continuous improvement of processes.
- Any other duties as are reasonable as per the skill and experience of the post-holder.

The following generic responsibilities would also apply to the role. Specific responsibilities will vary depending on the department and level of seniority.

- **Shape the IET's future:** You'll play a key role in developing and implementing strategic plans that define the direction of the IET and contribute to long-term success.
- **Lead and inspire teams:** You'll provide strong leadership that motivates and inspires your team to achieve their best, fostering a culture of purposeful collaboration and open communication.
- **Maximise team strengths:** You'll enhance productivity and engagement by maximising your team's understanding and use of their strengths, ensuring that each team member can contribute their best work.
- **Manage performance and development:** You'll be responsible for setting clear objectives, monitoring performance, and providing feedback and development opportunities for your team members.
- **Build strong relationships:** You'll develop and maintain strong relationships with internal and external stakeholders, effectively representing the IET and its vision.
- **Make informed decisions:** You'll exercise sound judgement and make informed decisions, considering all relevant factors and potential risks to ensure optimal outcomes for the IET.

Skills and experience required

- Previous experience within a Financial Controller, Senior Accountant, or similar role with ACA qualification.
- Significant experience in statutory reporting and familiarity with the requirements of international operations, including risk management and process improvement.
- Proven leadership and people management skills, with a demonstrated ability to manage and develop teams effectively.
- Strong written and verbal communication skills, with the ability to present complex financial information to a variety of stakeholders including non-finance professionals.
- Experience in using finance systems; Agresso Unit 4 experience is desirable.
- Knowledge of tax compliance, the Charities SORP, and fundraising regulations is desirable.

The following generic skills and experiences would also apply to the role. Specific requirements may vary depending on the department and level of seniority.

- **Proven leadership experience:** A demonstrably successful track record in a managerial or leadership role is essential.
- **Exceptional communication and interpersonal skills:** You'll possess excellent written and verbal communication skills, with the ability to present information clearly and confidently. You'll build rapport and trust with team members through effective communication and active listening.

- **Strong organisational and time management:** You'll demonstrate excellent organisational skills with the ability to prioritise effectively and manage your workload to meet deadlines consistently.
- **Technical or administrative expertise:** You'll possess in-depth knowledge of the relevant technical or administrative area, coupled with a commitment to lifelong learning and development to stay current with industry trends and best practices.
- **Motivational and inspirational leadership:** You'll be able to inspire and empower your team to achieve their full potential through facilitating learning and fostering a culture of innovation, collaboration, and excellence.
- **Teamwork and independent work:** You'll be a strong team player with the ability to work independently and take initiative when required.
- **Inclusive and positive work environment:** You'll be passionate about creating a positive and inclusive work environment where diversity is celebrated, and each individual feels empowered to contribute and thrive.
- **Proficiency in IT tools:** You'll be proficient in Microsoft Office applications and demonstrate a willingness to learn and use any applicable support systems, including CRMs and databases.

Document control

<i>Authorised by</i>	<i>Job Title</i>	<i>Date</i>
<i>Head of Department / Team</i>	<i>MP, Group Financial Controller</i>	<i>12.2024</i>
<i>Joanna Williams</i>	<i>JW, Strategic People Partner</i>	<i>12/2024</i>

This job description is not intended to include specific tasks, temporary activities or projects but aims to describe the overall purpose and outputs for the role and may be subject to change. Using this role profile, specific success objectives will be part of the ongoing performance conversations with your manager throughout the year.

It's the expectation that you will understand and keep up-to-date with all IET mandatory policies and appropriate training, including data protection and data handling, as well as current Health and Safety policies.