



Financial Controller

Location: Flexible remote with regular presence at our office in Horsham, West Sussex

Department: Finance

Reports to: Chief Financial Officer

Full-time 35 hours per week

Salary: £48,000

About the Charity

Born Free works tirelessly to ensure that all wild animals, whether living in captivity or the wild, are treated with compassion and respect and can live according to their needs. As a leading wildlife charity, we oppose the exploitation of wild animals in captivity and campaign to keep them where they belong – in the wild.

We promote Compassionate Conservation to enhance the survival of wildlife, especially threatened species in the wild, and to protect natural habitats while respecting the needs and safeguarding the welfare of individual animals. We seek to positively impact animals in the wild and protect their ecosystems in perpetuity for their own intrinsic value and for the critical roles they play within the natural world.

Set up initially as Zoo Check in 1984 by Bill Travers, Dame Virginia McKenna, and their son Will Travers, Born Free works tirelessly to prevent captive animal suffering and phase out zoos. Will continues to lead the organisation as Executive President, and Virginia remains active on the Board of Trustees, working closely with the team to share our vision and programmes on public forums.

The Role

The Financial Controller is an essential role that ensures the integrity of our financial systems, data and processes. The role will ensure financial monitoring and reporting is robust, timely and meets the needs of users, while satisfying regulatory requirements. The successful candidate will be proactive and adaptable, and will work well with colleagues across other disciplines to ensure processes are fit for purpose, efficient and understood.

Key tasks will include:

- Ensure the integrity of all data held within the finance system;
- Preparation of annual financial statements for the group;
- Coordinate the annual statutory audit and implementation of auditor recommendations;
- Oversight of the purchase ledger function, including line management of the Finance Officer;
- Develop financial systems, policies and processes as necessary;
- Ensure the correct recognition and treatment of accruals and prepayments and restricted funds, and that transactions are accounted for in the correct legal entity. Oversight of month-end and year-end procedures;
- Production of monthly management accounts for UK, including liaison with budget-holders to ensure variances are understood;
- Support in-country Finance teams to ensure that Born Free branches produce accurate financial information and maintain robust internal controls and systems;
- Monitor the cash flow and in liaison with the Chief Financial Officer, plan for transfers to/from the investment portfolio;
- Maintenance of the fixed asset register;
- Preparation of the monthly payroll, including liaison with our outsourced HR, Payroll and Pension functions;
- Preparation of quarterly VAT returns;
- Coordinate the preparation of the annual budgets and regular forecasts;

Key attributes and experience required for the role:

- Qualified CCAB or part-qualified with substantial, relevant experience
- A good understanding of the rules regarding Charity accounting and the Charities SORP;
- A sound appreciation of the principles of VAT;
- Excellent interpersonal skills and the ability to build constructive relationships with colleagues from different disciplines and to explain complex financial issues to colleagues from a non-financial background;
- Proficient use of Excel;
- Experience of using accounting packages, ideally Sage 50;
- Quick to understand systems and data flows;
- Experience of designing and implementing internal financial controls;
- Ability to plan, prioritise and deliver to tight time frames
- Excellent financial/business acumen and numeracy skills with strong attention to detail; comfortable with data and budgetary control;
- A strong appreciation of the role of finance within the wider organisation and how it can support sound decision-making;
- A strong empathy and engagement with the work of the Foundation, and the desire to drive it forward, bringing energy and determination to its mission;

Working Relationships

The role sits within the small UK-based Finance team and also works closely with the Finance teams at Born Free's country offices in Kenya and Ethiopia, as well as Fundraising and Programmes teams in the UK, external auditors and banking contacts.

Born Free Values and Behaviours

Integrity – The quality of being honest and having strong moral principles

Team – A group of people coming together as a team to achieve a common goal

Kindness – The quality of being friendly, generous and considerate

Collective ambition/impact - How a team think about why they exist, what they hope to accomplish, how they will collaborate to achieve their ambition, and how their brand promise aligns with their core values. The team will not pursue a single ambition; instead, they will collaborate to shape a collective ambition that supersedes individual goals and takes into account the key elements required to achieve and sustain excellence.

Note: This job description outlines the roles, duties, and responsibilities of the post. It is not intended to detail all specific tasks. Born Free reserves the right to alter the content of this job description to reflect the changing needs of the organisation but is a correct reflection of the main duties of the post at the time of writing.

Our excellent benefits package includes opportunities for continuous professional learning, a generous annual leave entitlement, working from home with regular team meetings to help you maintain a healthy work-life balance, wellbeing support, and a competitive pension.

Born Free is an Equal Opportunities employer and positively encourages applications from suitably qualified and eligible candidates, regardless of age, sex, race, disability, sexual orientation, gender reassignment, religion or belief, marital/civil partnership status, or pregnancy and maternity. We welcome requests for flexible working.