



TURQUOISE MOUNTAIN

Job Description and Person Profile

Financial Controller

Background

Turquoise Mountain is a British charity that was founded in 2006. We believe artisanal heritage matters and has the power to transform lives. We support artisans to thrive and to revitalise traditions in regions of the world where artisanal heritage is endangered, and to connect people through heritage.

Turquoise Mountain is a fast-growing organisation with offices in Afghanistan, Myanmar, Saudi Arabia, and the Levant, and with over 400 international and local staff members worldwide. We combine a cultural heritage focus with a wide scope of activities; we support artisans to thrive and to revitalize their traditions by any means necessary, and to connect people across the world through heritage. The places where we work are complex and sometimes affected by conflict.

Sound financial records and prudent management of our finances is core to everything we undertake. We have a small central Finance team that closely works with in-country Finance Teams. Because we, as part of our charitable mission, promote the sale of artisan goods to international markets, Turquoise Mountain has a trading subsidiary and also engages independent trading entities in the countries in which it is active. This means our Finance focus covers both charity and commercial, across different jurisdictions, and with culturally diverse teams. This makes the Financial Controller role a diverse one, that requires the ability to switch quickly, to build strong relationships, to support and guide, whilst maintaining spotless financial reporting and compliance.

This is an exciting time to join TM, as we expand our operations and implement best-practices, the opportunity is there for someone who is committed to capacity building and supporting a diverse group of colleagues through positive change.

Job Description	
Job Title	Financial Controller
Department	Central Finance Team
Reporting to:	Group Finance Director (GFD)
Job Purpose Summary	The Financial Controller leads on consolidation of accounts and ensures timely completion of agreed finance timetables across all locations of operation. Supporting the GFD, the Financial Controller plays a key role in the implementation of sound accounting principles, providing support and guidance to in-country finance colleagues.



TURQUOISE MOUNTAIN

Key Responsibilities and Accountabilities

Core Responsibilities

- Work as part of the finance team to ensure the integrity of all financial records are always maintained
- Ensure timely completion of finance timetables globally and preparation of monthly consolidated accounts
- Support GFD with implementation of sound accounting principles and good practice to ensure transparency and accountability in the UK and in countries of operations
- Lead on consolidated statutory accounts preparation and managing year end audit
- Lead on intra-group accounting
- Establish a high level of credibility and build strong working relationships with internal and external parties
- Continue to build a positive and collaborative team culture within the Finance Team and across the organisation

Financial Planning and Budgeting

- Collaborate with UK department heads to develop the annual budget and midyear forecasts in line with agreed budget criteria and timetable
- Support GFD with preparation of consolidated budgets for the Charity

Book-keeping and Accounting

- Manage month end closing for TMT, including agreeing and implementing month end timetable for the year
- Ensure inter-co transactions are recorded correctly, reconciled regularly and balances settled on a regular basis and before the year end
- Responsible for month end journals and reconciliation of balance sheet a/cs, liaising with countries for balances outstanding and taking corrective action as needed
- Carry out full coding review for completeness and correctness, including correct use of account code and description

Financial Reporting

- Prepare monthly management a/cs for Artisan to Market and UK, including review variance analysis with budget holders, identifying any corrective measures needed
- Prepare monthly consolidated management accounts for the charity, including donor spend and balance sheet with review of variance and movement of balances
- Develop consolidated management accounts/finance dashboard/KPI's in line with financial strategy using available technological solutions

Annual Statutory Audit

- Lead on the planning and preparation of the statutory accounts for the charity and its subsidiaries, including preparation of the consolidated accounts per the Charity SORP
- Responsible for the preparation of annual statutory audit schedules including reconciliation of all balance sheet a/cs and liaising with countries to ensure all queries are resolved and old balances reviewed



TURQUOISE MOUNTAIN

- Work with country Finance Leads to assign and collate audit queries, and respond to the UK auditors within agreed timescales
- Maintain an annual statutory audit schedules tracker and associated filing system to ensure audit is well managed

Grants & Funding Management

- Monitor the recording and accuracy of income received ensuring restrictions are reviewed and supported by signed agreements, class codes agreed with countries and GiftAid eligibility reviewed
- Maintain the corporate overhead recovery tool (used to allocate and monitor both direct and indirect charges of central overheads to donor budgets)
- Support with review of donor spend against grants to ensure spend is in line with budget and grants are completed and closed on QB
- Support with donor audits as required

Payroll and Employee Benefits

- Oversee the preparation of the UK and Dutch payrolls
- Coding of payroll costs in accordance with the budget agreed (and split by direct costs or covered by OHs)
- Monitor pension contributions to private pensions plan (i.e. other than People's Pension) to ensure contribution is in line with contract

Cashflow & Bank Account Management

- Organise cash withdrawal letters for Coutts, including liaising with staff ensuring bank letters are received and confirming cash is ready for collection
- Liaise with bank on setting up new users, mandate change and dealing with any queries as needed

Group Accounting Oversight

- Responsible for inter-group accounting, ensuring correct use of entities, monthly reconciliation and settlement
- Support the GFD on all group accounting oversight including Gift Aid payments, service charge and annual staff cost recharge
- Support the GFD in the set up and consolidation of entities in the countries of operations, including oversight of banking, policies and finance system
- Ensure intra entity agreements and supporting documents are in place to cover transfer of funds for donor awards received in the UK and for any movement of funds including loans/recharge of costs etc
- Review and agree sub grant expenses and income between group entities on regular basis, ensuring amounts are agreed by donor and in total
- Engagement with country finance leads to ensure appropriate financial and audit standards are followed



TURQUOISE MOUNTAIN

General

- Act as finance business partner to Artisan to Market, ensuring contracts are entered into with the correct entity, review coding of expenses and provide support to Creative Director as needed.
- Engage with country finance & commercial leads to ensure appropriate financial tax, legal and audit standards are followed
- Provide support to the Commercial & Creative Teams on multi country proposals, assuring costing and pricing is carried out, contracts are reviewed and ensuring any tax and legal issues are addressed
- Support GFD with the finance system development and implementation including improvement to current system
- Any other tasks as required by the GFD and Senior Management team

Cross-working

- In-country finance leads and Country Directors
- Budget Holders: build and maintain solid working relationships to ensure budgetary competence and compliance.

This list is not exhaustive, and other duties may be required as determined by the needs of the organisation.



TURQUOISE MOUNTAIN

Person Profile	
Job Title	Financial Controller
Professional approach: Constructive and collegiate style that contributes to team harmony and builds community. Comfortable taking a business partnering approach that encourages collaboration.	
Personal attributes: Ability to work on own initiative, manage and organise own workload and meet deadlines Be dependable and credible, with the ability to establish good working relationships at all levels and work across dispersed teams Willingness to travel to all countries of operations as needed Outcome and impact focussed	
Qualifications (essential): Recognised accounting qualification (ACCA/CIMA) or part qualified in final stages of completion, with proven experience gained in the International NGO sector	
Specific job skills and experience:	
Essential <ul style="list-style-type: none">- Strong technical accounting knowledge- Experience of producing year end consolidated statutory accounts in Charity UK SORP format and managing year end audits in a complex, multi-site, international organization- Experience of multi-currency accounting and grant accounting- Extensive experience of financial processes, procedures and related systems- Experience of leading a month end process, including preparation and presentation of monthly management a/cs- Experience in managing and developing teams, specifically in a matrix-management setting- Fluent in English language, both verbally and in writing, with excellent oral and written communication skills- Experience of using cloud-based accounting system software, preferably QuickBooks and/or Xero- Understanding of commercial accounting and GiftAid- Excellent problem-solving skills- Must have exceptional numeracy skills and financial acumen	
Desirable	



TURQUOISE MOUNTAIN

- Experience of mentoring colleagues remotely
- Experience of working in a fully remote role
- Experience of working in a similar field (e.g. working with artisan communities or within cultural heritage) would be an advantage although not essential

Skills and abilities:

- Excellent organisational skills and attention to detail, flexible and able to work remotely and independently
- Outstanding IT and accountancy skills including experience of Excel, QuickBooks and MS Office suite
- Capable of working under pressure to meet deadlines and dealing with multiple priorities

This role is based in the UK, with existing UK Right to Work required, and is offered as a full-time position on a permanent basis. Remuneration is between £50,000 and £60,000 per annum, depending on experience.

For more information, please contact vacancy@turquoisemountain.org to request the full job description.

To apply, please submit a current CV alongside a covering letter outlining how you fit the person profile. Please combine your cover letter and CV as one pdf document.

Please submit your application by no later than 21st September.