

Hastings Commons

www.hastingscommons.com



Role: Finance Controller

Reporting to: Finance, Operations and Investment Lead

Reports: Finance Coordinator

Location: Hastings

Salary: £40,000 pa

Type: Full-time

The Opportunity...

In this newly created role at Hastings Commons, you will manage all aspects of Financial Reporting including implementing controls and processes, statutory accounting, regulatory reporting and financial operations. You will work with the Senior Leadership team to create budget and workflows, including preparing budgets for grant submissions and investment propositions - so some understanding of charity & grant funding would be ideal though this is not essential. We would also love someone with hand-on experience of an accounting system, ideally Xero. The role will be supported by and manage our existing Finance Coordinator with additional support from external book-keepers, outsourced finance analysis and modelling where needed, our year-end accountants - as well as from the Finance, Operations and Investment Lead who is a qualified accountant.

We are looking to develop our commercial opportunities across the buildings we own, so the role will involve creating forecasting and financial projections. We think this role would suit someone who has worked in an small to medium sized entrepreneurial venture, social enterprise or charity and is keen to turn their hand to working on community-driven projects in the heart of this well-loved town.

What you'll be doing...

- Monthly preparation of management accounts including P&L, balance sheet and cash-flow with comparison to budget
- Year end accounts prep and audit (liaising with our year-end accountants / auditors)
- Preparing quarterly board financial reports
- Preparing and revising project and business unit budgets
- Preparing budgets for grant submissions and investment propositions
- Supporting grant claim reporting
- Ensuring banking and delegations and all financial key risks mapped and managed effectively

What you'll bring to the table...

- Experience of online accounting software e.g. Xero, highly desirable
- Qualification or part qualification
- Ideally some experience of charity accounting / finance grant management and reporting
- A passion for social enterprise and community-led projects
- An understanding of the importance of the Hastings Commons and its mission to bring difficult buildings into use for the common good – now and for the long term.

What you'll get from working at Hastings Commons...

- Make a real contribution to the community around you and have a hand in investing in the future of Hastings
- Our culture and mission is to invest in our staff to build on their existing skills through bespoke development and training opportunities
- We are a kind and compassionate employer with a mental health first approach to work
- No pension contribution deductions have to come from your salary, we contribute 100% (you can add more to the pension if you choose)
- Employee Assistance Program
- Monthly wellbeing budget
- Monthly team lunch on us and lots of social events
- 23 day holiday + bank holidays (increases by one day per year of service)
- Extra-special day off on your birthday

Hastings Commons is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, gender identity or sexual orientation.

Who we are...

Hastings Commons is a community-led approach to transforming the unique area around the old Observer Building in the White Rock neighbourhood of central Hastings.

It's a collection of *buildings and spaces* brought from dereliction into use for homes, workspace, leisure and learning, and it's also a *way of acting together for the common good ('commoning')*.

Rents are capped to protect affordability, good uses are prioritised over profit, mutual support and collaboration are encouraged.