



Construction Financial Controller

Job title: Construction Financial Controller	Hours per week: 15	Salary: £35,000 - £40,000 (FTE) Pro rata to 15 hours
Responsible to: Managing Director		

Join the team...

We are looking for a talented and committed Financial Controller to support our vision as we continue to grow both in our positive impact on communities and our scale of operation.

We are looking for someone who will be responsible for the financial and accounting systems for our two, award winning social enterprises: Down to Earth Project and Down to Earth Construction.

What are we looking for?

We need a person (or practice) who can manage the complexities of income blended between commercial contracts as well as grant income. As we are growing in the housing and land development sectors, we are looking for a Financial Controller with strong experience in the construction/housing sector.

Not business as usual

We are most definitely not “business as usual” – we need someone to join our team who shares our values of creating a better world and also embraces new ways of managing commercial contracts and delivering new models of housing through a non-profit distributing model. This is an exciting time for Down to Earth and the position will be appeal to someone who is open to thinking differently.

That said, we need solid figures and our way of working is meticulous to meet the needs of our funders and to reassure our financial supporters/partners that a new way of working is still financial viable, as well as being better for people and the planet.

Working hours and location: We are looking for someone for around 15 hours per week. We are a flexible employer and we are happy for you to be based at home – or you are welcome to base yourself on one of our two beautiful sites on Gower. We want you to be able to work at your best. If you want to work remotely, we would expect to see you in the office at least one day a month to enable you to get a good understanding of how we work and to connect with the wider team.

Grow with us: the future is looking bright at Down to Earth. There is the opportunity to have more hours and/or responsibility as the role develops, if that works for the right person.

Salary range: £35,000 to £40,000 (FTE) pro rata to 15 hours dependent on experience and qualifications – our FTE is based on 37.5 hours per week. In addition to the normal pension contribution, we offer extensive training and team development as well as access to our stunning sites for personal events.

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Roles and responsibilities

The following applies across both social enterprises - Down to Earth Project and Down to Earth Construction – resulting in 2 sets of management accounts each month:

- Production of Monthly Management Accounts including balance sheet reconciliations and Management Information Reporting Pack
- Cash-Flow Forecasting and Cash Management (advanced Excel modelling skills)
- Creation of financial and development appraisals to support new development schemes and funding applications
- Assisting project managers with the production of construction/project budgets including scenario planning
- Managing a small team of administration and financial team members (currently 4 people)
- Production of Monthly Project/departmental Management Accounts reporting pack
- Providing financial support and input to other departments
- Submission of grant financial claims, monitoring and reporting
- Supervision of the Purchase Ledger, Credit Control, VAT, Payroll and Sub-Contractor administration functions including CIS
- Tax planning
- Responsibility for all statutory requirements

Person specification

Essential skills:

- AAT/ACCA/CIMA (or equivalent) qualified
- Advanced Excel skills

Essential experience - at least 3 years:

- Within the construction/housing sector
- Developing financial appraisals
- Producing project accounts and cashflows for construction schemes

Desirable skills

- Familiarity with Xero

Are you interested?

Please go to our website to find out more about our work and also download an application form. Then submit the application form with your CV by 9pm on Sunday 18th October 2020 to:

jobs@downtoearthproject.org.uk

We'll be interviewing on Friday 23rd October either in person (Swansea, SA3 3AP) or via a digital platform.

The position is available immediately and we can be flexible with the start date for the right person.

Thanks for your time.