



JOB DESCRIPTION

Job Title:	Financial Controller (Contractor)
Reporting to:	Chief Executive
Hours:	1 day per week (average 7.5 hours), with flexibility around reporting deadlines
Fee:	Up to £18,000 per annum
Location:	Remote
Contract:	Independent contractor / consultancy arrangement

BACKGROUND AND ROLE SUMMARY

We are the Military Wives Choirs, the only charity that focuses on building wellbeing and resilience, through singing, for all women impacted by their military connection. Our mission, Sing, Share, Support, is at the heart of everything we do.

In 2023 we entered our second decade as an independent charity, after previously being a subsidiary of SSAFA, the Armed Forces charity. We continue to work closely with SSAFA and their finance team, and this role is central to ensuring that Military Wives Choirs has a clear, accurate and usable view of its own financial position.

This role is part of the Choirs Support Team (CST), a small, dedicated team who manage the day-to-day running of the charity and support our network of Military Wives Choirs. The Financial Controller will provide the specialist financial expertise currently required within the CST and will report directly to the Chief Executive.

The Financial Controller will act as the financial control and interpretation layer between the MWC colleague responsible for day-to-day accounts payable, accounts receivable and transaction processing, and the SSAFA Finance Team responsible for management accounting. The role will own MWC's profit and loss (P&L), cashflow, budget and forecasting processes, ensuring that financial information is reconciled, challenged where necessary, corrected and translated into clear management information for decision-making.

This is a focused one-day-per-week contractor role. Its purpose is not to duplicate transactional finance activity, but to provide control, financial judgement, analysis and forward visibility so that the Chief Executive and Trustee Board understand where the charity is financially, what is changing, and what action is required.

KEY RESPONSIBILITIES

1. Own, maintain and continually improve the MWC P&L, ensuring it provides an accurate monthly picture of income, expenditure, and financial performance.
2. Review and reconcile SSAFA management accounts against MWC records and expectations, investigating discrepancies and directing the finance assistant to correct coding, timing, accrual, prepayment or allocation issues.
3. Act as the finance lead between MWC and the SSAFA Finance Team, establishing a clear month-end timetable, responsibilities and information flow so that reporting is timely, complete and reliable.
4. Work closely with the Finance & Data Assistant to ensure financial transactions are correctly coded and supported, and that issues affecting the management accounts are identified before month-end.
5. Produce concise, decision-useful monthly management information for the Chief Executive, including P&L performance against budget, LY, key variances, cash position, forecast outlook, risks and recommended actions.
6. Create and maintain a rolling cashflow forecast, refreshed regularly, to provide forward visibility of cash requirements, funding pressure points, and financial runway.

7. Lead the annual budgeting process with the Chief Executive and relevant budget holders, building a realistic organisation-wide budget based on clear assumptions and known commitments.
8. Lead a formal reforecast at the end of each quarter, updating the full-year outlook and clearly explaining material changes from budget and previous forecasts.
9. Maintain the longer-term financial model, including a 3-year financial plan and scenario analysis to support strategic decisions, resource allocation, and income sustainability planning.
10. Ensure material payroll, restricted and unrestricted income; grants, designated funds and other significant financial commitments are reflected appropriately in management reporting and forecasts.
11. Identify weaknesses, anomalies or risks in financial controls and reporting processes, recommend proportionate improvements, and help embed clear finance disciplines across the organisation.
12. Support Trustee Board and Finance / Audit reporting, year-end accounts and audit preparation by providing accurate schedules, explanations and financial analysis, and by liaising with SSAFA and external advisers as required.
13. Attend a quarterly Finance, Fundraising and Governance Committee to present an update on financial position, and risks related to income and mitigations.

Skills & Experience

	Essential	Desirable
Qualified accountant (ACA, ACCA, CIMA, CIPFA or equivalent), or able to demonstrate equivalent senior financial control experience	*	
Substantial experience in a Financial Controller, management accounting or equivalent role with responsibility for P&L, budgeting, forecasting and cashflow	*	
Demonstrable experience of reviewing, reconciling and challenging management accounts and resolving financial reporting discrepancies	*	
Experience of working effectively with an outsourced, shared-service or third-party finance function		*
Strong knowledge of financial controls, month-end processes, accruals, prepayments and management reporting	*	
Experience of charity / not-for-profit finance, including restricted and unrestricted funds and charity accounting principles	*	
Advanced Excel skills and the ability to build robust, practical financial models and forecasts	*	
Ability to turn complex financial data into clear, concise and useful information for nonfinance colleagues, senior leaders and trustees	*	
Excellent analytical skills, accuracy and attention to detail, with the confidence to challenge information and identify the root cause of discrepancies	*	
Proven ability to work autonomously, prioritise effectively and deliver reliable outputs within a limited weekly time commitment	*	
First-class communication and relationship-building skills, with a collaborative and pragmatic approach	*	
Experience supporting year-end accounts, external audit and/or statutory reporting	*	

Experience of payroll oversight or payroll reconciliation		*
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	Essential	Desirable
A passion for the Military Wives Choirs, our mission and our vision	*	