



## Group Financial Controller

### Job Description and Personal Specification

<b>Job Title</b>	Group Financial Controller
<b>Line Manager</b>	Director/Deputy Director
<b>Location</b>	30-32 Upper Maudlin Street, Bristol BS2 8DJ
<b>Terms</b>	Permanent, Full-Time
<b>Salary</b>	Circa £46k DOE

For 30 years, Wallace & Gromit's Grand Appeal has helped transform children's healthcare in Bristol, funding pioneering treatment, facilities and research at Bristol Children's Hospital and the Neonatal Intensive Care Unit at St Michael's Hospital. By uniting philanthropy with world-class medicine, the charity enables clinicians to deliver exceptional care and improve outcomes for babies and children across the South West and beyond.

Our long-standing partnership with Aardman underpins the charity's national profile and reach, while initiatives such as Cots for Tots and Gromit Unleashed demonstrate the scale, creativity and impact of our work.

As The Grand Appeal continues to grow in scale, complexity and long-term investment commitments, we are creating a new **Group Financial Controller** role to strengthen financial leadership across the organisation and its subsidiary activities.

This is a pivotal role at the heart of the charity. The successful candidate will ensure that the organisation's financial systems, commitments and reporting remain robust, transparent and capable of supporting ambitious future plans - from major capital projects to long-term programme investment. Working closely with senior leadership and external advisers, the Group Financial Controller will help ensure that donor funds are stewarded responsibly and that the charity remains financially resilient as it evolves and grows. The role also covers the charity's significant commercial and retail activity delivered through its trading subsidiary, requiring clear financial visibility of trading performance, margins and income streams. You will ensure this activity is reflected confidently within group reporting, supporting disciplined growth and long-term financial resilience.

We are looking for someone who combines strong technical financial expertise with a practical, hands-on approach and the confidence to operate at both operational and strategic levels. This role offers the opportunity to shape financial governance in a growing, high-impact charity where financial leadership directly enables better outcomes for children and families.

If you are motivated by purpose, value, integrity and want your work to have real-world impact, we would love to hear from you.

Raising money for Bristol Children's Hospital  
and The Neonatal Intensive Care Unit | [grandappeal.org.uk](http://grandappeal.org.uk)

30-32 Upper Maudlin Street, Bristol, BS2 8DJ | 0117 927 3888 | [hello@grandappeal.org.uk](mailto:hello@grandappeal.org.uk)

The Grand Appeal® & Cots for Tots®. Registered charity in England and Wales (1043603). © &™ Wallace & Gromit Ltd/Aardman Animations Ltd 2025. Cracking Enterprises Limited, trading as The Gromit Unleashed Shop (registered company in England and Wales 03296361), is the wholly owned subsidiary of The Grand Appeal. Registered office: 30-32 Upper Maudlin Street, Bristol BS2 8DJ.





## Key Responsibilities

### 1. Financial accounting and ledger control

- Maintain ownership of the accounting system (Sage) and our fundraising CRM Database (Raiser's Edge), ensuring structure, coding and controls remain accurate and fit for purpose.
- Ensure all income and expenditure are accurately coded and recorded.
- Post and review journals including accruals, pre-payments, deferred income and adjustments.
- Maintain a full balance sheet reconciliation pack with supporting schedules.
- Ensure restricted funds, project codes and donor restrictions are correctly reflected in the ledger.
- Maintain clean intercompany records and reconciliations between the charity and its subsidiaries.
- Ensure month-end closes are completed in a timely and disciplined manner.

The Financial Controller is accountable for the accuracy and completeness of the trial balance and Raisers Edge reconciliation.

### 2. VAT, tax and regulatory compliance

- Own the charity's VAT treatment and ensure compliance with charity VAT rules and HMRC guidance.
- Prepare VAT returns and maintain full supporting working papers.
- Manage VAT treatment for capital and construction projects, including zero-rating evidence and certification where applicable.
- Liaise directly with VAT advisers and ensure advice is implemented correctly within the accounting records.
- Ensure coordination of VAT treatment between the charity and its subsidiaries.
- Ensure Gift Aid claims are prepared accurately, timely and supported by appropriate documentation.

This role is responsible for ensuring the charity's tax position is technically sound and accurate.

### 3. Commitment management and cashflow control

- Maintain a live register of the charity's financial commitments, including multi-year funding agreements, capital projects and contractual obligations.
- Ensure commitments are reconciled to accounting records and correctly reflected in financial reporting.
- Monitor the timing of committed payments and ensure they are incorporated into forecasts.
- Maintain a rolling 12–24 month cashflow forecast showing expected income, expenditure and committed liabilities.
- Identify and communicate emerging liquidity or timing pressures.
- Support senior leadership team and trustees by ensuring commitments are understood in the context of available funds and reserves.

This responsibility is central to the charity's financial resilience.

Raising money for Bristol Children's Hospital  
and The Neonatal Intensive Care Unit | [grandappeal.org.uk](https://grandappeal.org.uk)

30-32 Upper Maudlin Street, Bristol, BS2 8DJ | 0117 927 3888 | [hello@grandappeal.org.uk](mailto:hello@grandappeal.org.uk)

The Grand Appeal® & Cots for Tots®. Registered charity in England and Wales (1043603). © &™ Wallace & Gromit Ltd/Aardman Animations Ltd 2025. Cracking Enterprises Limited, trading as The Gromit Unleashed Shop (registered company in England and Wales 03296361), is the wholly owned subsidiary of The Grand Appeal. Registered office: 30-32 Upper Maudlin Street, Bristol BS2 8DJ.



#### 4. Financial reporting and audit readiness

- Produce monthly management accounts supported by reconciled schedules.
- Ensure that the accounting records remain audit-ready throughout the year.
- Lead preparation of year-end schedules and working papers.
- Act as the primary contact for auditors and external accountants.
- Support preparation of statutory accounts and ensure compliance with Charity SORP and FRS 102.
- Maintain clear documentation of accounting policies and procedures.

The Financial Controller ensures the charity's accounts can be verified efficiently and confidently.

#### 5. Financial governance and internal control

- Maintain, review and develop financial policies and procedures.
- Ensure appropriate approval routes, segregation of duties and audit trails are in place.
- Monitor and communicate compliance with internal financial policies and procedures.
- Ensure that financial commitments and liabilities are recorded consistently and transparently.
- Support trustees by ensuring that financial information presented to them is robust and reliable.

The Financial Controller safeguards the charity's financial stewardship.

#### 6. Finance operations and team leadership

- Manage, support and develop the Finance Assistant
- Oversee donation processing, reconciliations and payment cycles.
- Ensure that financial records remain orderly and accessible.
- Provide financial guidance to colleagues across the charity.
- Support operational decision-making by ensuring financial implications are understood.
- Promote and role model the principles, values, and policies and procedures of the Grand Appeal.

#### 7. Commercial performance reporting and financial insight

The Grand Appeal's wholly-owned trading subsidiary, Cracking Enterprises Ltd, delivers substantial commercial and retail income for the Group. The Financial Controller will provide the financial reporting and analysis that supports the ongoing growth of this activity including:

- Delivering timely, up to date trading performance reporting, including revenue, margin and trends.
- Support budgeting, forecasting and scenario modelling to inform commercial planning and growth initiatives.
- Ensure trading performance feeds directly into group accounts, forecasts, and cashflow reporting.
- Control VAT treatment across trading activity, stock, recharges and intercompany arrangements, ensuring the Group structure operates efficiently and in line with HMRC requirements.
- Maintain clear reporting of intercompany flows and interaction between the charity and the subsidiary.

Working approach

Raising money for Bristol Children's Hospital  
and The Neonatal Intensive Care Unit | [grandappeal.org.uk](http://grandappeal.org.uk)

30-32 Upper Maudlin Street, Bristol, BS2 8DJ | 0117 927 3888 | [hello@grandappeal.org.uk](mailto:hello@grandappeal.org.uk)

The Grand Appeal® & Cots for Tots®. Registered charity in England and Wales (1043603). ©&™ Wallace & Gromit Ltd/Aardman Animations Ltd 2025. Cracking Enterprises Limited, trading as The Gromit Unleashed Shop (registered company in England and Wales 03296361), is the wholly owned subsidiary of The Grand Appeal. Registered office: 30-32 Upper Maudlin Street, Bristol BS2 8DJ.



This role requires someone comfortable operating at both operational and technical levels: someone able to manage ledger postings and reconciliations while also understanding tax implications, commitment timing and audit requirements.

The successful candidate will combine strong financial discipline with a practical understanding of how a busy charity operates.

### Wider responsibilities

- A commitment to personal and team growth and learning
- Working within General Data Protection Regulation guidelines
- Representing the charity at fundraising events

**This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the charity. All job descriptions are non-contractual and give a sense of the broad scope of the role and so include a level of flexibility. While they list some key tasks, there will also always be tasks that arise, and which can be reasonably expected of the role.**

The Grand Appeal is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults. As such, we expect all staff and volunteers to share this commitment. The selected candidate will be appointed subject to a DBS check.

### What we offer

The Grand Appeal is a dynamic, supportive and rewarding place to work. With approx. 45 talented, passionate and creative colleagues, we're a close-knit team united by one goal: to make a difference. We have a fun, creative team culture inspired by our partnership with Aardman.

Our benefits include:

- Competitive salary
- Generous holiday allowance
- Healthcare plan (after probation)
- Pension scheme (including salary sacrifice option)

**How to apply** - Complete the application form and send to [jobs@grandappeal.org.uk](mailto:jobs@grandappeal.org.uk) with a copy of your CV.

**The closing date/time for applications is 11.59pm on 20<sup>th</sup> March 2026. We will be interviewing on a rolling basis from 6<sup>th</sup> March and could close the vacancy early if a suitable applicant is appointed.**

For an informal discussion, please contact Anna Shepherd, Deputy Director on 0117 927 3888 or [jobs@grandappeal.org.uk](mailto:jobs@grandappeal.org.uk)

Raising money for Bristol Children's Hospital  
and The Neonatal Intensive Care Unit | [grandappeal.org.uk](http://grandappeal.org.uk)

30-32 Upper Maudlin Street, Bristol, BS2 8DJ | 0117 927 3888 | [hello@grandappeal.org.uk](mailto:hello@grandappeal.org.uk)

The Grand Appeal® & Cots for Tots®, Registered charity in England and Wales (1043603). ©&™Wallace & Gromit Ltd/Aardman Animations Ltd 2025. Cracking Enterprises Limited, trading as The Gromit Unleashed Shop (registered company in England and Wales 03296361), is the wholly owned subsidiary of The Grand Appeal. Registered office: 30-32 Upper Maudlin Street, Bristol BS2 8DJ.



## Personal specification

E = essential      D = desirable

## Experience and knowledge

Importance	Criteria	Assessment
E	Proven experience in a hands-on financial control or senior finance role within a charity, SME or similar organisation.	Application Interview
E	Strong working knowledge of Sage, Raiser's Edge or comparable accounting/CRM systems.	Application Interview
E	Experience maintaining trial balances, balance sheet reconciliations and month-end close processes.	Application Interview
E	Experience managing VAT returns and dealing with VAT treatment issues.	Application Interview
E	Experience preparing accounts for audit and working with external accountants or auditors.	Application Interview
E	Experience producing financial reporting or analysis for trading, retail or commercial income streams	Application Interview
D	Experience in charity, SME or similar accounting, including restricted funds.	Application Interview
D	Experience in organisations with subsidiaries or group accounts.	Application Interview
D	Experience managing financial aspects of capital or construction projects.	Application Interview
D	Familiarity with Charity SORP and regulatory reporting expectations	Application Interview

Raising money for Bristol Children's Hospital  
and The Neonatal Intensive Care Unit | [grandappeal.org.uk](http://grandappeal.org.uk)

30-32 Upper Maudlin Street, Bristol, BS2 8DJ | 0117 927 3888 | [hello@grandappeal.org.uk](mailto:hello@grandappeal.org.uk)

The Grand Appeal® & Cots for Tots®. Registered charity in England and Wales (1043603). ©&™ Wallace & Gromit Ltd/Aardman Animations Ltd 2025. Cracking Enterprises Limited, trading as The Gromit Unleashed Shop (registered company in England and Wales 03296361), is the wholly owned subsidiary of The Grand Appeal. Registered office: 30-32 Upper Maudlin Street, Bristol BS2 8DJ.



## Skills and abilities

Importance	Criteria	Assessment
E	Strong attention to detail and commitment to accuracy.	Application Interview
E	Ability to manage competing deadlines and priorities	Application Interview
E	Confidence to question and resolve financial inconsistencies	Application Interview
E	Ability to explain financial matters clearly to non-finance colleagues and trustees.	Application Interview
E	Collaborative approach combined with professional independence	Application Interview
E	Excellent interpersonal skills	Application Interview
E	Ability to work as part of a flexible team and to contribute to group and individual targets	Application Interview

## Other requirements of the role

Importance	Criteria
E	Alignment with the charity's culture, values and mission.
E	Working flexibly and providing support for the wider team
E	Complete annual appraisals and shape personal development through annual reviews
E	Complete mandatory training as required by the charity
E	Prepared to travel to events and work outside of normal working hours. TOIL will be provided in most circumstances
D	Full UK driving licence and access to a car

Raising money for Bristol Children's Hospital  
and The Neonatal Intensive Care Unit | [grandappeal.org.uk](http://grandappeal.org.uk)

30-32 Upper Maudlin Street, Bristol, BS2 8DJ | 0117 927 3888 | [hello@grandappeal.org.uk](mailto:hello@grandappeal.org.uk)

The Grand Appeal® & Cots for Tots®. Registered charity in England and Wales (1043603). ©&™ Wallace & Gromit Ltd/Aardman Animations Ltd 2025. Cracking Enterprises Limited, trading as The Gromit Unleashed Shop (registered company in England and Wales 03296361), is the wholly owned subsidiary of The Grand Appeal. Registered office: 30-32 Upper Maudlin Street, Bristol BS2 8DJ.