



Job Title	Assistant Financial Controller	Job Description Date	October 2026
Department/Team	Finance	Reports to	Chief Accountant
Context			
Founded in 1682, the Royal Hospital Chelsea is a retirement community for around 300 army veterans, known as the Chelsea Pensioners, drawn from every corner of the United Kingdom. Based in the heart of London, it is a special place defined by community and service. We are looking for people who enjoy working with others and take pride in making a positive difference. You will lead by example and help create a welcoming, inclusive environment for everyone who lives and works here. Our values guide everything we do: • Nurture Belonging – bringing people together through comradeship • Respect Individuals – listening carefully and responding with care • Encourage Pride – doing things well and to a high standard • Enjoy Life – sharing warmth, positivity, and the occasional smile As a charity that relies on the generosity of others to support those who live here, every role at the Royal Hospital Chelsea matters. Whatever your position, you will help deliver our vision and contribute to a place people are proud to be part of.			
Role Purpose:			
To be responsible for all RHC's finances including monthly management accounting (including variance analysis), fixed assets, payroll, purchase ledger, sales ledger, banking, petty cash, VAT and the assistance with year end accounts and annual budgets for review by the Chief Accountant / Finance Director.			
Principal Accountabilities: 8-10 outcomes			
• Assisting with the annual statutory accounts reporting & consolidation, working with external auditors • Annual budgets preparation and forecasting • Monthly management of accounts (profit and loss statements, balance sheets, and cash flow statements) including variance analysis • Analysis of financial and other data in order to make recommendations and implement methods for increasing RHC's efficiency and profitability • Ensuring all balance sheet reconciliations and journal postings are correct and reviewed • Review of monthly payroll • Quarterly VAT submissions • Develop and maintain financial controls, processes and policies including documentation of tasks and activities according to internal policies • Develop, manage and support the Finance team			
Leadership expectations			
The role holder is expected to provide effective management and development of the Finance team, consisting of the Finance Officer, Systems Accountant, Cash and Payments Assistant and Finance Administrator. They are expected to support the Chief Accountant in building a team that utilizes collective strengths, supports client departments in other areas of the RHC and puts the RHC's values into action.			



Skills Knowledge and Experience

Essential Skills

- Strong technical accounting skills
- Good knowledge of MS office
- Ability to work as part of a team and on own initiative
- Effective time management skills with the ability to prioritise own workload, handle conflicting demands and meet tight deadlines
- Strong planning, organisational and administrative skills with the ability to develop a range of administrative and office functions
- Excellent oral and written communication skills, telephone and interpersonal skills, including the ability to communicate effectively with senior management and external stakeholders
- Ability to show tact and discretion when dealing with sensitive and confidential information

Desirable Skills

- Advanced excel skills
- Use of Exchequer software package

Knowledge and Experience

- Good knowledge of charity SORP and accounting practice
- Experience of year-end audits and the preparation of statutory accounts
- Experience in a charity or other not for profit accounts function with trading subsidiary would be advantageous
- People management experience
- Experience of liaison and partnership with non-financial functions
- Experience of consolidation and group accounting
- Experience with VAT partial exemption

Competences

- Integrity
- Accountability
- People Management
- Leadership
- Technical accounting
- Strong communication skills both written and oral, working with both accounting and non-accounting staff
- Proactive, hands-on approach

Qualifications:

Accounting qualification (ACA / ACCA).

Note: All RHC employees are expected to be flexible in undertaking the duties and responsibilities for their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.