

UKROEd ROLE PROFILE

Financial Controller

JOB TITLE:	Financial Controller
RESPONSIBLE TO:	Chief Finance Officer
LOCATION:	Hybrid (Minimum two days at Head Office).
HOURS	37.5 pw
SALARY	Circa £70,000, dependent on experience
CLOSING DATE	Sunday 11 th January 2026
TO APPLY	Email your CV and covering letter to recruitment@ukroed.org.uk
VETTING REQUIRED	Non-Police -Personal Vetting (Level 3)
INTERVIEWS	Scheduled for 4 th February 2026 (in person) in Manchester. Invited candidates must be free to attend.

About UKROEd

UKROEd Ltd is a private, not-for-profit company responsible for the delivery, management and administration of the National Driver Offender Retraining Scheme (NDORS) on behalf of the Police service. It is the operating company of the Road Safety Trust and is committed to the education and training of drivers who commit low level traffic offences.

UKROEd values and respects each individual employee, client and customer and is committed to promoting equal opportunities throughout its workforce. As such, all relevant applicants will receive consideration for employment without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

About The Road Safety Trust

The Road Safety Trust is the UK's largest independent road safety grant-giving charity, dedicated to achieving zero deaths and serious injuries on UK roads. It funds innovative projects, research, and initiatives to improve road safety for all road users. Its mission is to work with partners across the public, private, and voluntary sectors to reduce road harm and enhance public safety on the roads. Surplus funds from UKROEd activities from the delivery and management of the National Driver Offender Retraining Scheme (NDORS) are donated to The Road Safety Trust at the end of the financial year. This enables the Trust to carry out its grant-making programme.

Overview of the role

As second in command to the Chief Financial Officer (CFO) of UKROEd, the postholder will be responsible for overseeing the collection, analysis and consolidation of financial data across both UKROEd and The Road Safety Trust. Working collaboratively with the CFO, the post will support the effective overall management of finances across both organisations and play a pivotal role in the development, implementation and maintenance of robust financial controls.

The postholder will oversee financial processes and systems to ensure efficiency, accuracy, and strong governance, providing assurance that all statutory, regulatory, and audit requirements are fully met. In addition, the role will support continuous improvement in financial reporting and contribute to strategic financial planning by providing high-quality data, insights, and analysis.

Operating across both organisations, the Financial Controller will be a key partner to senior leaders, ensuring financial integrity, enhancing organisational resilience, and supporting informed decision-making.

Please note that this appointment is dependent on obtaining and maintaining satisfactory NPPV Level 3 clearance. More information about NPPV can be found at: [About the Police National Vetting Service | Warwickshire Police](#)

Principal Duties and Responsibilities

1.	Support the Chief Finance Officer in the effective financial management of both UKROEd and The Road Safety Trust.
2.	Provide financial support to the UKROEd Board and The Road Safety Trust (RST) trustees.
3.	Assist in the implementation and ongoing delivery of both financial strategies
4.	Ensure full adherence to the companies' financial controls, policies and procedures.
5.	Oversee the payroll function, pensions and other fiscal employee benefits for both organisations
6.	Maintain compliance with all relevant laws, statutory and fiscal reporting requirements and applicable legislation for both the company and RST.
7.	Safeguard the companies' assets and ensure liabilities are accurately identified, recorded and managed.
8.	Identify financial control risks and recommend improvements to policies and procedures to mitigate them.
9.	Provide guidance to managers on income, expenditure, and the annual budgeting processes.

© UKROEd 2025. All rights reserved.

Unless UKROEd specifically agrees otherwise in writing, no part of this publication may be (i) reproduced in any material form (including photocopying or storing it in any medium by electronic means); or (ii) distributed or transmitted to any other person or entity, in each case whether in whole or in part and in whatever media.

10.	Administer the companies' procurement procedures to ensure value for money and compliance.
11.	Manage the purchase-to-pay cycle, including supplier management and invoice processing.
12.	Oversee the approval and payment of staff out-of-pocket expenses.
13.	Oversee the calculation, recording and payment of bills and self-bills associated with the NDORS scheme.
14.	Produce management accounts and regular financial reports for directors and managers.
15.	Prepare statutory and tax returns in accordance with regulatory requirements.
16.	Provide accurate and timely financial information to external auditors.
17.	Offer occasional support with the financial procedures of The Road Safety Trust where required.
19.	To comply with best practice in financial matters to ensure that these are conducted in compliance with relevant statutory requirements.
20.	Provide clear leadership, direction and support to the Finance Manager, ensuring they understand priorities, deadlines and performance expectations.
21.	To maintain relevant aspects of the operational risk register appropriate to both UKROEd and RST
22.	To maintain and develop risk assessments and mitigation actions
23.	To prepare monthly and quarterly management accounts and associated schedules
24.	To prepare monthly financial control schedules and reconciliations.
25.	To prepare procurement plans for the main areas of expenditure, qualifying all suppliers through appropriate procurement procedures.
26.	To monitor and approve requests from budget holders for purchase orders.
27.	To monitor and approve purchase invoices for payment, including matching to purchase order and checks for accuracy and approval.
28.	To monitor and approve out-of-pocket expense claims for payment, including checking of receipts and periodic review of spending reports
29.	To apply for and issue corporate credit cards to staff

30.	To monitor and approve corporate credit card transactions, including checking receipts.
31.	To monitor and approve bank payments using on-line banking systems.
32.	To maintain standing records for customers and suppliers
33.	To oversee and assist in the production of invoices and payments for the NDORS Scheme
34.	To produce management information as required
35.	To assist in the production and audit of statutory accounts for the company
36.	To liaise with auditors, bankers and other professional advisers
37.	To liaise with insurance brokers and providers
38.	To liaise with external companies providing administrative support to the work of the company
39.	To report incidents of fraud or non-compliance with policies and procedures
40.	To implement changes to financial controls and other procedures
41.	To attend occasional meetings at locations across the UK.
42.	This list of duties is not exhaustive and may be amended or updated to meet the evolving needs of both organisations. The postholder may be required to undertake additional tasks appropriate to the level and scope of the role.

UKROEd Person Specification Financial Controller

Job Related Knowledge	<i>Essential</i> <ul style="list-style-type: none"> • A practical understanding of management accounting, principles and techniques • Solid knowledge of standard accountancy and finance best practices • Solid IT skills, including proficiency in the relevant accounting packages • A strong understanding of tax codes and laws • Strong analytical skills to effectively analyse financial reports • In-depth knowledge of budgeting and financial forecasting
Experience	<i>Essential</i> <ul style="list-style-type: none"> • At least 5 years' experience managing financial operations within a company • Experience of working as a Financial Controller • Commitment to the principles of public service • Ability to demonstrate significant experience and competence in a range of operational aspects of accounting work • Experience in engaging with senior stakeholders, including directors and other board members • Experience of writing reports • Understanding of financial markets <i>Desirable</i> <ul style="list-style-type: none"> • An understanding of the accounting policies of the police service, local authorities and of charities • Experience of using the Xero accounting system or similar
Skills and Aptitudes	<i>Essential</i> <ul style="list-style-type: none"> • Strong interpersonal skills

© UKROEd 2025. All rights reserved.

	<ul style="list-style-type: none"> • A high level of self-motivation • A high level of organisational skills • Accuracy, rapidity, common sense and attention to detail • A high level of information processing competence with experience of using on-line systems • A high level of spreadsheet competence • A flexible and hands-on approach • Impeccable references • Willingness to be vetted for enhanced security clearance • Integrity and dedication to service <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working within the charity/not-for-profit sector
Qualifications	<p><i>Essential</i></p> <ul style="list-style-type: none"> • ACA, ACCA, CIMA or equivalent • Bachelor's degree or master's degree in accounting, business, economics, finance, or a related field; several years of experience in a business or finance environment