Finance Manager

Job Description and Person Specification

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| **Job Title** | Finance Manager |
| **Grade** | 3 |
| **Reports to** | Director of Finance and Resources |
| **Location** | London Bridge Office, or other location within the greater London area as required |
| **Role Purpose** | This role provides the main day to day accounting and financial control within the organisation, and the provision of financial information to project managers. |

**Role Overview:**

## Main contribution:

* You will lead on accounting and financial control for the organisation.

## Line Management and Working Relationships:

* You will not have any line management responsibility but you will be expected to work within a small team that relies on collaboration, flexibility and the ability to operate within both formal and informal reporting relationships.
* Your main working relationships will be with the Finance and Administration Officer, other members of the Finance and Resources Team, and with budget holders across the organisation.

## Systems:

* FCT’s accounts system – Sage Line 50, and Microsoft Office applications (Word, Excel and Outlook).

**Main Responsibilities:**

**Accounts and Financial Control**

* Overview of the Sales and Purchase ledgers: ensuring best practice and compliance with FCTs policies and procedures
* Maintain oversight of FCTs internal controls and financial risk management framework
* Advise on the development of financial systems to ensure they continue to be fit for purpose, and are developed in line with external accounting standards.
* Lead on the implementation of financial systems
* Credit control system: ensuring amounts due to the organisation are collected - carrying out appropriate credit control procedures by bringing to the attention of managers any amounts that remain unpaid after 30 days.
* Monthly bank reconciliations: preparing monthly bank reconciliations and ensuring they are reviewed by the Director of Finance and Resources
* Monthly control account reconciliations: preparing monthly list of accruals for preparation of monthly accounts.
* Ensure that VAT returns are produced and managed in compliance with organisation policy and procedure and current HMRC requirements

**Reports and Management Information**

* Work with other members of the staff team to produce a monthly financial report including management accounts and broader relevant financial information on creditors, debtors etc.
* Undertake ad hoc analysis and reporting as required such as full cost recovery analysis, programme/project reports
* Lead on the meeting of FCT’s reporting requirements to external bodies on financial matters, devising systems, briefing colleagues on requirements and ensuring obligations are met
* Prepare project monitoring reports for discussion with managers and SMT. Organise and attend meetings with budget holders to address issues within monitoring reports
* Assist with drafting project budget and the financial aspects of grant applications.
* Production of monthly cash-flow statement

**Payroll**

* Administer monthly payroll: preparing payroll information in conjunction with the Office Manager, ensuring timely authorisation and submission of data to the Payroll bureau
* Completion of accounting tasks in relation to payroll to ensure accurate and reconciled records
* Manage pension information and procedures including information for completion of monthly company pension and ensuring that monthly payments for pensions, PAYE and NI are made on time

**Year End accounts:**

* Prepare accounts to trial balance and produce draft annual accounts for submission to auditors prior to audit, including drafting notes and analysis within the framework of accounting policies and relevant accounting standards
* Manage the audit process by being actively involved in the audit, dealing with queries from the auditors and updating draft accounts as appropriate
* Produce the final annual accounts

**Other**

* Work with the Director of Finance and Resources on ad hoc projects to ensure good financial management within the organisation. This could include developing reports for trustees, involvement in tendering processes
* Actively participate in the Finance and Resources Team, working to co-ordinate and plan work across the team
* Contribute to the broader work of the finance team, providing cover for others and participating in system development as required
* Lead on training activities for colleagues as required
* Ensure all records relating to areas of responsibility are maintained in line with FCT’s policies, including oversight of offsite financial archives
* Contribute to cross-organisation working to deliver continual improvement and professional development

**Health and Safety at Work**

Staff employed by the organisation are expected to show due regard for the health and safety at work of themselves and their colleagues, and to cooperate with any measures designed to secure this.

**Diversity and Equality**

The organisation is committed to the highest standards of Diversity and Equalities practice in Employment, and in all aspects of its work.

**Performance Review and Support**

The organisation has a Performance Support and Development Policy, and the post holder will participate in the appropriate processes to secure their own development and that of other staff.

**Review**

This Job Description will be subject to periodic review in the light of the changing needs of the organisation. Any changes or amendments will be subject to consultation with the post holder.

**Person Specification**

E – Essential, D – Desirable

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| **Knowledge and experience** | **E/D** |
| Detailed knowledge and experience of Sage Line 50 Accounts, ability to generate reports from Sage and to use Microsoft Office applications | E |
| Experience of accounting within the voluntary sector, with knowledge and understanding of SORP 2015 and experience of developing systems | E |
| Strong experience of financial monitoring and reporting, including the production of year end accounts | E |
| Technical or professional accountancy qualification, or part qualification, or qualified by experience | D |
| Significant experience of managing sales and purchase ledgers | D |
| Experience of Payroll administration | D |
| Experience and understanding of VAT reporting and processes | D |
| Understanding and overview of budgets | D |
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| **Skills, abilities and personal aptitude** |  |
| Excellent “attention to detail” skills and the ability to keep methodical and accurate records in a clear and accessible format | E |
| Excellent communication skills (written and oral) including the ability to explain detailed specialist information accurately to both financial and non-financial people | E |
| Use own initiative and sound judgement when making decisions on day-to-day financial activities | E |
| Ability to remain calm and focussed under pressure, and to work to deadlines | E |
| Be an effective member of a team and help to ensure the success of the organisation as a whole | E |
| Act appropriately in line with organisation’s equal opportunities policy | E |
| Work on own with minimal day to day technical supervision | E |
| Handle changing priorities and more than one job at once | D |
| Commitment to continuing professional development | D |