



Role: Finance & Operations Manager
Day rate: £300
Contract type: Self-employed/freelance
Contracted hours: 2-3 days per week (average)
Contract duration: 12 months
Location: Remote

Role description

The International Society for Influenza and Other Respiratory Virus Diseases (ISIRV) is an independent scientific membership-based society promoting the prevention, detection, treatment, and control of influenza and other respiratory virus diseases since 2005. It is managed by a group of scientists (volunteers) and supported by a few freelance contractors.

ISIRV has reached an exciting stage of development and we are now looking for an experienced, qualified Finance Manager (CCAB or equivalent), to guide and support the Society through this next phase of growth. This is very much a hands-on role in a small company context, from grass roots to the executive level. The ideal individual will be comfortable with both and grow with the Society as it delivers its 5-year Strategic Plan.

Key responsibilities

Working alongside ISIRV's Treasurer, the successful candidate will have responsibility for the Society's strategic and operational budgeting, financial planning, monitoring and control. The post holder will manage available financial resources to support the strategic goals of the Society, enabling future development and growth, whilst ensuring business continuity.

The post-holder will also have full operational oversight to support the life cycle of ISIRV scientific events, from budgets and final reporting, to negotiating contracts and managing cashflow.

Specific responsibilities include:

- Create and agree a financial strategy for the Society to support the strategic goals and provide financial input when required.
- Monitoring and reporting budgeted, actual, and forecast costs against agreed plans.
- Management accounts and reporting to meet the needs of the Directors/Trustees, Executive Committee and ISIRV Council.
- Manage financial risk and report on performance of the financial assets of the society, including the investments portfolio.

- General finance administration – online payments, invoicing, bookkeeping, reconciliations, and data collection (QuickBooks).
- Conference contract management and income & expenditure accounting.
- Ensure statutory and regulatory compliance and recommend best practice based on Charity Commission guidance.
- Preparation of statutory accounts and collaboration on the annual report – management of the audit process and statutory returns to Companies House/Charity Commission.

Person Specification

Description	Essential	Desirable
Degree level of education	✓	
A qualified accountant with full CCAB membership of at least 5 years	✓	
Knowledge of all aspects of financial management; thorough understanding of management accounting principles and further specialist knowledge	✓	
A hands-on ability to provide the full range of financial operations	✓	
Understanding of statutory and regulatory requirements plus familiarity with best practice within the Charity sector	✓	
Highly competent with financial reporting software	✓	
Able to provide robust advice on financial governance and commercial decisions	✓	
Able to provide detailed financial plans, budgets and reports on a routine basis	✓	
Self-motivated and able to work under pressure, adapt to changing deadlines, and shift priorities accordingly	✓	
Good verbal and written communication skills with the ability to explain and justify complicated financial scenarios to a range of stakeholders	✓	
Experience of working alongside scientific professional groups and industry and building working relationships with key contractors		✓
A proven business sense within the not-for-profit sector		✓