

Job description

Finance Manager (p/t)

Contract:	Permanent, part-time contract, 0.6 FTE
Salary:	£45,125 FTE, equating to £27,075 pro-rata
Location:	Homeworking
Hours:	22.2 hours per week, potentially worked flexibly
Leave:	32.5 days annually FTE (including bank holidays), equating to 19.5 days annually pro-rata.

About Collections Trust

Collections Trust (CT) is a small, but influential, charity that helps museums work with the information that connects collections and audiences. This is an exciting time for the organisation, as we work to transform how UK museums manage and understand their collections and transform research on museum collections.

Aims and scope of the post

The aim of this post is to ensure sound financial management to support the organisation's ongoing charitable work. The Finance Manager is responsible for CT's financial strategy, timely and accurate financial administration, maintenance of financial and management accounts, as well as cash flow, stock control, payroll and pension.

Responsibilities and tasks

Budgeting and forecasting

- Produce annual budgets, quarterly reforecasts, and scenario models for the organisation budget.
- Support budget forecasting for project tenders, ensuring due diligence and financial viability.

Reporting

- Produce quarterly management accounts, including variance reports, analysis by income streams, and cashflow forecasts.
- Prepare and present financial reports for the quarterly board meetings and biannual audit committee meeting.
- Produce minutes of the audit committee meetings and contribute to the minutes of board meetings.
- Complete statutory reporting to Companies House, the Charity Commission and HMRC.
- Submit the relevant reports to funders to ensure timely receipt of grant payments.

Financial management

- Process supplier invoices and carry out twice-monthly payment runs.
- Raise customer invoices for consultancy work, licensing agreements, training, and other income due.
- Carry out credit control for overdue customer invoices.
- Manage payroll, including monthly payments to HMRC, payroll year end, and pension contributions.
- Manage CT bank accounts, including weekly monitoring of transactions and income matching, managing bank mandates and online access.
- Manage company credit cards, ensuring strong controls and adequate accounting for individual cardholders' usage.
- Respond to financial queries from customers, suppliers, funders and staff members.
- Manage grant receipts.
- Oversee the retail function, responding to queries and issues regarding sales of items through the CT online shop.
- Oversee the purchase ordering system.

Accounting

- Carry out monthly bank account and credit card reconciliations.
- Complete month-end procedures, including processing accruals, prepayments and depreciation.
- Maintain the fixed asset register and inventory list.
- Ensure accurate accounting for restricted and unrestricted funds.
- Complete quarterly VAT returns, ensuring the correct VAT treatment for all transactions (specifically regarding business/non business, and irrecoverable VAT designations).
- Complete year-end procedures and prepare draft statutory accounts for audit, together with schedules to support the figures and workings in the statutory accounts.
- Act as the main point of contact to external auditors, providing all required information.

Risk management

- Lead on maintaining the organisation's strategic risk register.
- Ensure adequate annual insurance.
- Regularly review the reserves policy to ensure that it meets the needs of the organisation.
- Carry out regular reviews of systems, procedures and financial controls to ensure they are fit for purpose.

Line management

- This role does not line manage any staff

General responsibilities

- Following the principles of Collections Trust's policies and procedures.
- Additional duties as may reasonably be required from time to time.

Person specification

Collections Trust is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our sector, and for each employee to feel respected and able to give their best.

Please note that the Finance Manager will need to have the right to work in the UK.

Essential knowledge, skills and qualities

- A part-qualified accountant or equivalent knowledge gained through relevant experience.
- Three years' experience in a similar role, ideally in the charity sector.
- Strong ICT skills including relevant accounting software and Microsoft Office 365 (particularly Excel).
- Ability to write clear and concise board reports, with the ability to communicate complex financial information to a non-financial audience.
- An excellent eye for detail and consistency.
- Honesty and integrity.
- Enthusiasm, flexibility and proactive approach.

Desirable knowledge, skills and qualities

- A working knowledge of Xero or comparable accounting software.
- Familiarity with appropriate charity accounting practices (SORP regulations).
- Autonomy and ability to work effectively under own initiative.
- Strong verbal communications skills, able to convey financial information to a non-financial audience.
- Good organisational skills.
- Ability to work well within a team and manage others effectively.
- Commitment to ongoing personal and professional development.
- An understanding of relevant retail and/or consultancy operations.