

RICE – THE RESEARCH INSTITUTE FOR THE CARE OF OLDER PEOPLE

FINANCE MANAGER - JOB DESCRIPTION

POST:	Finance Manager
STARTING SALARY RANGE:	£41,499-£45,648 - pro-rata
TERM:	Permanent
HOURS:	Part time 15 to 22.5 hours/week (negotiable), with occasional evening work
QUALIFICATIONS:	Minimum of AAT Level 4, preferably ACA/ACCA or equivalent
ACCOUNTABLE TO:	Chief Executive Officer
RESPONSIBLE FOR:	Finance Officer/Bookkeeper

JOB SUMMARY:

To lead on all aspects of financial planning, management and reporting at RICE, to support the processing of all day-to-day financial transactions, and to ensure that the finance function is carried out effectively and efficiently. The successful candidate will have experience of working in a medium sized organisation (c.£1m turnover) and will have both a strategic and operational 'hands on' approach.

GENERAL

RICE - The Research Institute for the Care of Older People leads and collaborates on essential research and service delivery to improve the health and find effective treatment for those impacted by dementia and other related conditions.

RICE is a cutting edge research and treatment centre located in Bath, working in both clinical trial and academic research. We are an independent charity focused on essential research and provide support for people with dementia and other conditions of older age, their families and carers; dedicated to improving the quality of life of everyone involved.

Our contracted NHS Memory Clinic service and post diagnosis activities also provide support to patients, families and carers.

RICE is undergoing a major rebrand and will soon be known as ReMind UK, you may see both names used in relation to this role and our wider activities during our phased transition.

THE ROLE

The role would suit an experienced finance manager who is able to work both strategically and operationally and enjoys working with colleagues across a multi-disciplinary team. You will work closely with the Chief Executive Officer and Medical and Research Director and with other colleagues in the Senior Leadership Team (SLT) on the financial aspects of all RICE activities. You will have wide experience of financial and budget planning, management and reporting, and will play a key role in reporting to the Board of Trustees. You will help with costing projects for grant applications and in developing the financial elements of our clinical trials. You will need wide experience of all aspects of financial planning, management and reporting and an ability to work on your own and to deliver competing priorities to deadlines. You will also provide support to and cross cover for colleagues responsible for processing all day-to-day financial transactions.

As a member of the SLT you will also attend quarterly Trustee Board meetings and Trustee Finance and Audit Sub-Committee meetings, which take place in the evening.

KEY RESPONSIBILITIES

1. Strategy and planning

- Produce and report quarterly financial results to the Board of Trustees, including income and expenditure against budget, forward forecasts, cash forecasts, restricted and unrestricted funds updates, including reserves position, and the balance sheet.
- Coordinating the Finance and Audit Sub-Committee and its papers and agenda items.
- Provide long-term financial planning projections aligned with RICE strategy.
- Lead the development and preparation of the annual budget in consultation with colleagues.
- Provide monthly management accounts to all budget holders and the Chief Executive Officer, providing information about significant variances and forecasts and ensuring that the information can be understood by non-finance professionals.
- Lead on financial risk management and reporting.
- Lead on preparing the statutory accounts ready for audit ensuring that they're compliant with the SORP and other relevant accounting policies.
- Lead on the Annual Report and Accounts and audit process, liaising with the external auditors, and submit associated annual declarations to the Charity Commission and Companies House.
- Support the Chief Executive Officer in the financial aspects of major contracts.
- Support the Head of Fundraising and Communications in the financial aspects of large funding applications and activities.
- Support the Medical and Research Director in the financial aspects of research funding applications and work closely with colleagues to develop the costings of clinical trials.
- Oversee all insurance requirements, ensuring insurance policies are fit for purpose and cost effective. Working with colleagues within the charity as required, along with the insurance providers.

2. Operational finance

- Line manage colleagues responsible for processing all day-to-day financial transactions.
- Provide support and cross cover as needed to ensure all day-to-day financial transactions are correctly and appropriately administered and accounted for including payroll-related transactions, payments to HMRC and pension company, quarterly VAT returns and gift aid returns, and sales and purchase invoices
- Administer all banking and financial products used by the charity.
- Lead on developing financial policies and procedures and ensure robust and practical internal controls are in place.
- Provide finance business partnering support as needed to colleagues across the organisation to help ensure that RICE's resources are used effectively and efficiently.

3. Management

- Member of the Senior Leadership Team.
- Work closely with colleagues to provide financial and charity accounting advice, achieve appropriate cost recovery across our activities and ensure accurate and timely financial information is included in key reports.
- Coordinating the Finance and Audit Sub-Committee and its papers and agenda items.
- Promote the work of RICE to visitors and members of the public.
- Work closely with the Chief Executive Officer and HR Manager on pay policy and annual review.

PROFESSIONAL & EDUCATIONAL RESPONSIBILITIES

- Abide by all legal and statutory regulations relating to our financial activity and best practice for companies, charities and not-for-profit organisations.
- Comply with all RICE policies and Standard Operating Procedures (SOPs) and mandatory training requirements.
- Take responsibility for on-going personal development, in particular regarding legislation surrounding VAT, PAYE and NI, Gift Aid and charity finance reporting best practice and the charity SORP. RICE is a

member of CFG, the Charity Finance Group, and you will be encouraged to attend relevant webinars and seminars run locally.

- Contribute as appropriate to educational sessions and Communications.

OTHER RESPONSIBILITIES

- All RICE staff must be eligible to work in the United Kingdom.
- All staff are required to undergo full Disclosure and Barring Service (DBS) checks.
- All staff are required to carry out other such duties as may reasonably be required for the smooth running of RICE.

CONFIDENTIALITY AND INFORMATION GOVERNANCE

Much of our work is of a confidential nature. All employees sign a confidentiality statement on commencement and termination of employment agreeing confidentiality must be maintained on any information – verbal or written – that is learned as part of our clinical activities and research programme.

SAFEGUARDING ADULTS AND CHILDREN

All staff have a responsibility to safeguard adults and children, which includes an understanding of and commitment to the relevant policies and procedures.

HEALTH & SAFETY

- All staff must comply with Health and Safety legislation, policies and practice.
- RICE positively promotes health. Smoking is prohibited in RICE, on the Royal United Hospitals site and on NHS premises.

EQUAL OPPORTUNITIES

RICE is committed to equality of opportunity in the workplace.

PRIVACY NOTICE

In order for us to carry out our activities and obligations as an employer, we need to collect information about your actual or potential employment with us. However, we recognise the importance of your privacy and RICE is committed to ensuring that your privacy is protected.

If your application is successful we keep your relevant data throughout your employment with us.

If your application with RICE is unsuccessful we will hold your information for 6 months from the end of the recruitment period.

You can find a full copy of our privacy notice on our [website](#).

ANNUAL REVIEW AND APPRAISAL

The post holder will agree annual objectives in line with RICE annual review and appraisal practice.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Proven experience in a senior finance role in a small sized charity (c. £1m turnover)• Proficiency in Xero and its associated apps and Sage Payroll• Good working knowledge of PAYE/NI and gift aid• Sound knowledge of VAT, in particular as it applies to charities, and a good working knowledge of partial exemption. (External VAT advisors are available as support).• Understanding of charity governance and regulatory requirements, particularly as it applies to finances• Experience of preparing an annual report and accounts ready for audit• Experience of managing grants and complex funding streams, particularly as it applies to finances• Good digital literacy skills• Good verbal and written communication across different audiences• Ability to document and communicate the work of the charity and its impact to a range of audiences.• Experience of reporting to and actively working with a Board of Trustees/Directors• Experience of liaising with external advisors	<ul style="list-style-type: none">• A current clean driving licence and the availability of a car insured for business use• Familiarity with and commitment to health and research charities and/or previous experience of working with people with dementia and with patients in the older age group• Supervision or line management of other team members

Application Process

To apply for this position please complete the application form on our website <https://www.rice.org.uk/about-us/work-for-rice/> indicating how you meet the essential and any of the desirable criteria that are outlined in the Job Description and sent it to alison.easto@rice.org.uk

Closing Date and Interviews

Closing date for applications: Midnight Sunday 30th June 2024

Interview date: Tuesday 9th July 2024

Please note applicants will only be contacted if they have been shortlisted for an interview.