

Finance Manager

15 hours/week @ £37.5k FTE, dependent on experience (pro rata based on a 37.5 hour week). Short term contract to end of March 2025, pending review of future organisational strategy..Home-based within easy travelling distance of Basingstoke/Oxford area for occasional meetings (these meetings may need to be more frequent during the initial 3 months)

We are an agile social enterprise looking for a qualified Finance Manager to manage and operate our existing finance and operations function. Working flexibly from home, you will perform a core role in our small, friendly team helping to maintain financial stability and control as we focus on our mission to deliver successful projects across a range of settings globally. You will report to the Strategy Director. The role is advertised at 15 hours per week and the preference would be for these hours to be worked over 3 days, however this can be flexed in line with the cyclical nature of some of the finance activities, particularly during quarter end.

About Primary Care International (PCI)

PCI was launched as a social enterprise in 2014. We are a small and friendly 'virtual' team comprised of six committed part-time staff and volunteers and supported by a Board of Directors.

PCI provides training, learning and consultancy for healthcare workers in low- and middle-income countries, working in partnership with the WHO, UNHCR, Ministries of Health and NGOs. To date we have worked in more than 20 countries across Africa, the Middle East, Asia and Central America in a diverse range of settings with a focus on quality of primary healthcare for all whether in a busy urban setting or a fragile humanitarian or refugee setting.

This role has management & operational responsibility for all finance, HR and office administration processes including budgeting, cashflow, VAT, Payroll, recruitment, insurance, and overall management of our bank accounts and treasury. The Finance Manager will also manage the relationship and coordinate with our outsourced financial service providers.

Whilst you will be well supported by other members of the team and be able to access technical advice and inputs from our non-Executive Finance Director and our Accountants, the role will suit a proactive self-starter who is confident and happy working independently on their own initiative. This is a rewarding role in a busy, complex, and evolving operating environment which calls for a quick thinking and adaptable individual with excellent attention to detail and rigour, who can make sensible and logical decisions.

Purpose of the role

Bookkeeping, invoicing, expenses and treasury

- Main contact with external accountants and manage working relationship with outsourced bookkeepers.
- Act as signatory and be the main contact for PCI bank accounts.
- Manage the bank accounts and provide required information to be updated on Xero by the bookkeepers as appropriate.
- Raise customer invoices on Xero as authorised by the Programmes Team
- Ensure adherence to schedule of delegated authority for different team members for the processing of payments.
- Make international payments via business banking or other platforms as needed.

Payroll

- Manage relationship with outsourced payroll services team and ensure they have the necessary information required to process payroll calculations.

Budgeting, reforecasting, cashflow, ad hoc financial reporting

- Ensure financial integrity by coordinating and monitoring suite of key financial controls.
- Coordinate new financial year budget cycle with input from wider team and summarise for senior management and board review.
- Related ad hoc activities may include performing financial modelling, uprate rolling cashflow for review and the support of project audits.

Statutory accounts & Tax

- Manage relationship with outsourced audit team, and coordinate requirements for production of the organisation's annual accounts.
- Present final accounts to board for final sign off at annual AGM.
- Fulfil statutory obligations in line with corporation tax requirements for HMRC.
- Ensure compliance with VAT requirements.

Governance

- Leading on the arrangements for Board Meetings including developing the agenda, collating documentation, minute taking and circulation of minutes.

Administration

- Working as a central point of contact through phone and email.
- Supporting the delivery of contracts and letters of agreement in collaboration with the programmes team.
- Supporting recruitment and onboarding processes with the programmes team.

Person criteria

Essential

1. Demonstrated finance qualification, ideally ACA/CA or ACCA. Undergrad degree in Accounting with considerable relevant experience will also be considered.
2. Strong experience in all aspects of financial management, accounting and tax.
3. Natural aptitude for financial control & ability to identify areas of process risk.
4. Strong Excel skills.
5. Good communicator with ability to write clear instructions & summarise key messages for non-finance colleagues.
6. Ability to advise & recommend logical actions to senior managers/directors.
7. Ability to multi-task and juggle competing priorities, remaining calm under pressure, whilst monitoring wider environment for related impact.
8. Proactive and takes own initiative; comfortable making decisions & taking responsibility
9. Access to appropriate connectivity & workspace which is conducive to productive home working
10. Efficient, organised, accurate & thorough record-keeper, with keen attention to detail
11. Experience working as part of a virtual/remote team.

Preferred

1. Experience using Xero or similar accounting package.
2. Experience working in a small business environment.
3. Experience working in the social enterprise/non-profit sector.
4. Commercial acumen
5. Familiarity with Dropbox
6. General good aptitude for IT and able to resolve basic issues yourself.
7. Ability to work flexibly, including occasional evenings and weekends, especially during peak finance cycles

How to Apply

Please apply with your current CV with a covering letter explaining why you are interested in this post and how your skills and experience make you a suitable candidate. **Applications are being considered as received as this critical role is to backfill a current employee who is leaving at the end of June. So please submit your applications as soon as possible.**

Send your application to recruitment@pci-360.com with the heading 'Finance Manager vacancy' in the subject line. Short-listed candidates will be invited to a virtual interview via Teams. The provisional dates for interviews are the **morning of Monday 3rd June 2024** and the **afternoon of Thursday 13th June 2024**. Please can you confirm in your cover letter whether or not you would be available on either of these dates, as well as your earliest start date if successful.

Please note that this is a UK based role and applicants must have the right to live and work in the UK and be currently resident here. We cannot accept applications from anyone who does not meet this requirement.

Equality Statement

Equality and diversity are at the core of PCI values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected. We actively encourage applicants from under-represented groups.