

JOB DESCRIPTION

Job title: Finance and Operations Manager

Reports to: Chief Research & Operations Officer

Purpose: Reporting to the Chief Research & Operations Officer, the Finance and Operations Manager (F&OM) is a new role to support Population Matter's growing Finance & Operations Team. This role will assume day to day responsibility for several key areas, including Finance, HR, IT and Governance. The role will include management responsibilities, with the Accountant & HR Support role reporting directly to this new role.

Responsibilities and Duties

Financial Management

Finance, Accounting, Reporting and Budget:

- Being the primary representative for the charity in all financial matters with HMRC, the Charity Commission, Auditors, the Board (and its Sub-Committees), ensuring timely reviews and submissions.
- Reviewing and supporting monthly, quarterly, and year-end financial reports, supported by and supervising the Accountant & HR Support direct report.
- Clearly communicating the implications, opportunities and risks of those reports to the Chief Research & Operations Officer, the Board (where appropriate), and supporting communication with the Board's Finance, Risk, Insurance, Audit (FRIA) sub-committee.
- Leading the annual audit process, working closely with the Chief Research & Operations Officer and PM's Auditors to produce the statutory accounts and trustees' annual report, in accordance with the SORP.
- Ensuring that accounting procedures, processes and systems are in accordance with Generally Accepted Accounting Practice in the UK (UK GAAP), non-profit accounting principles and standards, and are kept current to ensure timely compliance.
- Ensuring the completeness and accuracy of all financial records and transactions, that staff follow established procedures, and that those procedures are updated as needed.
- Responsible for managing organisational cash flows and monthly re-forecasting, with the support of the Accountant & HR Support role, ensuring adequate liquidity and optimal working capital management (balancing this with optimising returns on investments).
- Lead the annual budgeting exercise, supporting the Senior Leadership Team (SLT) ensure strategic and organisational objectives are met, in addition to appropriate financial stewardship.

Investments and Reserves:

- Working in close cooperation with the Chief Research & Operations Officer and FRIA, regularly review PM's investments and reserves policy, reporting on and so ensuring mitigation of risks by the SLT and Board.

Internal financial control:

- Maintaining appropriate financial and operational controls, instituting necessary new or additional controls as per best practices, including periodic reporting on control/risk assessment matters.
- Report any additional risks to be captured on the charity's risk and controls matrix and support any updates to the Board.

Staff Payroll, Contractors:

- Oversee the Accountant & HR Support role to ensure the accurate and timely processing of the staff salary payroll and contractual payments according to HMRC rules and regulations.
- Ensure that all payments follow due process with regards to the charity's schedule of delegation.

Administration and Operations:

IT & operational systems:

- Oversee the management of PM's IT systems and security, in consultation with the charity's third-party IT service provider.
- Become the primary contact for the charity's third-party IT provider, including providing approvals (in conjunction with the Chief Research & Operations Officer) for IT service requests.
- Manage the overall security, servicing and functioning of the key IT infrastructure, ensuring the delivery of the charity's medium term IT enhancement strategy.

Office Space/remote working and Systems:

- Ensure that these support the effective operations of the organisation, in conjunction with advice provided by the charity's third-party IT providers, and the strategic requirements of the charity.
- Be the primary point of contact for all issues relating to the office lease and support the project to relocate the office to a larger premises to support growth.

Insurance:

- Oversee reviews and renewals of all insurance policies that affect the organisation, including those related to facilities, liability, health, benefits, travel and safety.
- Ensure organisational compliance with statutory requirements, in consultation with the Chief Research & Operations Officer.

Human Resources

- Support the further professionalisation of the overall HR provision and function, working in partnership with our third-party HR service provider and the Chief Research & Operations Officer.
- With support from the Accountant & HR Support role, ensure that appropriate HR records are maintained both on the directory and in BrightHR and PeopleHR, including HR reviews and updates.
- With support, further develop and maintain the annual appraisal processes (with support from our third-party HR provider), and support the SLT on annual updates to salary scales, performance and experience uplifts, raises, and annual cost of living increases.
- Ensure compliance with non-profit HR best practice and UK employment law in the event of any disciplinary actions, as per advice from our third-party HR provider.
- Monitor and help develop our commitment towards enhancing the organisation's diversity, equity and inclusion.

Governance

Statutory compliance and filing:

- Ensure that charity, company and employment laws are followed and all required reports and returns are filed in a timely manner.

Legal:

- With support from the Chief Research & Operations Officer, ensure that the organisation is in compliance with all rules and regulations governing its operations and is sufficiently protected from legal liability.

Risk Management:

- Oversee and maintain PM's Risk Management process, with support from the SLT.

Board reporting:

- Support the Chief Research & Operations Officer with quarterly Board and additional/ interim FRIA reporting on Finance, Operations, Investments, HR, and risk management.
- Attend and participate in full Board meetings and its sub-committees as required.

Person Specification:

Qualifications

Chartered Financial Accountant (ACA, ACCA, CIMA or equivalent).

Key requirements:

- A qualified finance professional with significant and successful experience (at least 1-2 years PQE) of overseeing finance, operations and HR functions in a UK charity – including an understanding of company law regarding non-profit, charity sector
- A skilled and ambitious strategic thinker with a proactive approach to solving problems.
- Someone who enjoys building efficient structures and processes that limit bureaucracy, whilst enhancing delivery and optimising an organisation's assets, both financial and people.
- Someone who understands, cares about, and supports PM's vision, mission and values.

Special Knowledge/Skills Requirements:

- Knowledge of and practice in non-profit accounting principles and standards. Knowledge of SAGE accounting software and other accounting software preferred.
- Knowledge of and familiarity with IT and HR basics desirable, though these skills can be further developed in role.