



Job Description: Finance Manager

Hours: Full-time (35 hours per week), permanent contract

Location: There is flexibility around working location either home-working or office based (Wandsworth). Home workers will be asked to work from the office at least one day per week.

Some flexibility in working hours may be negotiated to enable a better work/life balance or meet particular needs as required.

Role summary:

The Finance Manager role is a newly created position, which has been introduced to strengthen the charity's financial management and control systems.

The Finance Manager will be responsible for the effective operational management of the Charity's finances and financial processes from general bookkeeping to the production of annual accounts.

Reports to: Head of Finance and Operations

Line reports: Finance assistants

Key stakeholders: Back Up staff, volunteers, trustees, regulators and auditors

Principal roles:

- Oversee and manage day-to-day finance function
- Line manage Finance Assistants
- Ensure financial compliance: prepare statutory accounts, donor compliance and financial reporting
- Help deliver Back Up's strategy by developing and delivering Back Up's financial plan
- Implement process improvements to promote efficiency

Key responsibilities:

Financial Reporting

- Run the monthly finance cycle to agreed processing deadlines ensuring completion of required work within deadlines by others in the Finance team.
- Prepare monthly management accounts and dashboard for analysis by Head of Finance and other SLT members.
- Lead on the preparation of year end statutory accounts and audit process.
- Assist the SLT with tailored ad-hoc reporting for internal and external stakeholders.

Monitoring and Compliance

- Oversee month end procedures, reforecast cycle, journals and reconcile the nominal ledger accounts (Business Credit card, supplier payment, Petty cash, prepaid cards, aged debtors, etc).
- Oversee bank reconciliation monthly.
- Oversee Gift Aid claims monthly.
- Review CRM/Financial software reconciliation quarterly.
- Ensure that nominal and department codes are correctly reflected into the Financial Software, CRM and Project Cost.
- Responsible for reviewing contract/agreement for VAT implication.
- Manage the coding processes to ensure VAT input accuracy and prepare quarterly VAT return.
- Develop and implement financial policies, procedures and processes to reflect current legislation and best practice.

Financial Planning

- Assist the Head of Finance with budget preparation, forecasting and project management.
- Develop and maintain multi-year "Project costs" forecasting.
- Prepare and monitor the cash flow.
- Support non finance teams on financial matters.
- Ensure that the accounting system is fit for purpose including its structure, workflow and procedures so that it is used effectively by colleagues, staff and managers. This includes its development, interfaces and reconciliation to other required systems.

Other

- Provide ad-hoc financial induction / training to internal stakeholders as required.
- Liaise and support budget holders/managers to complete monthly reforecast.
- Undertake other ad hoc work as required including assisting the Head of Finance with budget preparation and project management tasks.
- Attending external meetings and fundraising events. This may involve travel away from the office and working outside of normal hours.

PERSON SPECIFICATION:

- Minimum 3/4 years accounting experience at mid to senior level in the Charity Sector
- ACCA/CIMA (or equivalent recognised accounting qualification). QBE may be considered.
- Charity SORP experience.
- Experience of line managing and motivating a team.
- Strong stakeholder engagement skills to strengthen and manage relationships with key stakeholders, both internal and external.
- Experience of managing key processes for a charity of similar size.
- Team player, collaborative and supportive both internally and externally
- Highly organised. Able to project manage, plan, balance and cope with competing priorities, driving own workload.

- A commitment to quality; attention to detail and timely information
- Be an agent of change in line with the Charity's evolving needs

In addition, candidates with some of the following will be at an advantage if they have experience of:

- experience of Sage50 Accounts
- experience of Donorfy (CRM)

We particularly welcome applications from those from black, Asian or ethnic minority backgrounds or those with higher level spinal cord injuries.