

Job Description – FINANCE BUSINESS PARTNER (Maternity Cover, Fixed Term)

Reporting To:

Financial Controller

Location:

Head office in Epsom **OR** home based with regular travel to the office in Epsom (at least once per month).

Responsible for:

- Supporting the Fundraising and Programmes teams, providing financial information and analysis to senior management, helping them make more informed decisions.
- Working alongside the Senior Fundraising Manager to ensure that the Fundraising CRM system holds correct information for all income received.
- Working with the Head of Programme Services to ensure accurate reporting of patient performance information
- Supporting on all areas of Charity and Trading Company tax compliance.
- Managing ad-hoc projects that support the needs of the Fundraising and Programmes teams.
- Supporting the Financial Controller with month-end / year-end reporting as required.

Hours of Work:

9.00am–5.30pm 3 days per week (exact days negotiable).

Type of Contract

Fixed term, maternity cover, starting April 2024 for a minimum of 12 months.

About Look Good Feel Better

Look Good Feel Better (LGFB) is a national cancer support charity delivering services in hospitals, cancer care centres and luxury spas and hotels in local communities across the UK. Services include face to face and online group sessions; video tutorials; online guides and information. Our services help enable people to face cancer with confidence, to regain their sense of normality, to make friends and most of all to look good and feel better. Since our launch in 1994, we have provided support to over 200,000 people and this year is our 30th Anniversary.

Our Vision. To be recognised as one of the UK's leading cancer support charities and the only one dedicated to improving the physical appearance and overall wellbeing of people living with cancer.

Outline of the Role:

The role is the pivotal connection between Finance and the Fundraising and Workshop Delivery teams.

The role supports the Fundraising Director and Fundraising team with their understanding and knowledge of not only how to approach any new fundraising initiatives (to ensure they are financially compliant), but also to advise on any tax/Vat concerns.

The role also supports the Head of Programme Services and the wider Programmes team, with their planning, forecasting and reporting, providing key support with Excel modelling.

A member of the very small finance team, the Finance Business Partner will support the Financial Controller with month and year end input, analysis and reporting.



Key Responsibilities:

Supporting Fundraising Team

- Monthly meetings with the Fundraising Director to review management accounts
- Producing monthly breakdown of Fundraising income for discussion with Fundraising team
- Fortnightly meetings with the Senior Fundraising Manager as part of ongoing ad-hoc project management
- Reconciliation of Fundraising income in Salesforce and preparation of income postings for Sage
- Support Fundraising team on producing the annual budget and forecasts as when required

Debtors

- Full responsibility for debtors including producing weekly updated debtors reports, sending monthly statements to customers, producing monthly debt reports for Senior Management, chasing debts.
- Supporting the Finance Administrator regarding if sales invoices have to be raised through the Charity or Trading Company

Restricted funding

- Supporting Fundraising and Programmes teams with restricted funding applications, reporting and strategy.
- Monthly tracking of restricted income and expenditure.
- Producing and keeping updated a spreadsheet for individual restricted grants each month, noting income received and expenditure against each grant (where detailed reporting requirements exist).

Supporting Programmes Team

- Monthly meetings with the Head of Programmes to review management accounts
- Supporting with the preparation of the monthly workshop reporting
- Working with the Volunteer Manager on the volunteer expenses policy

Financial modelling

- Update the month and year end financial excel models as and when required
- Ensure modules produce reports that reconcile to Sage reports
- Update the workshop costings model on an annual basis

Tax / VAT

- Produce and submit quarterly VAT returns to HMRC
- Ensure compliance both with the Charity and the Trading company with regard to tax, VAT and Gift Aid
- Proactively seek opportunities for ways to maximise gift aid income
- Support fundraising team ensuring tax/VAT compliance e.g. with new initiatives such as the lottery, sale of goods on line
- Ensure robust processes are in place to correct record any gift aid



Supplier / Bank Payments

- Upload supplier payments onto Barclays.net (as and when required)
- Authorising payments on Barclays.net (as and when required)

Finance Month/Year end posting

- Supporting the finance team when required – posting supplier payments, income, sundry invoicing, inputting journals, bank recs
- Working with the Financial Controller on budgeting and cash flow forecasting
- Ensuring adequate income and expenditure general ledger codes are in use, and ensuring Fundraising team are aware at all times of these codes
- Updating Sage chart of accounts as and when required and mirroring new codes in the month and year end financial models (ensuring all links work)
- Adhoc finance reports/projects as required by the Financial Controller.

Key Skills:

- Professional accountancy qualification
- Charity finance experience (preferred)
- Competent at Excel –intermediate/advanced level (able to understand and use complex VLOOKUP's, index match functions, IF functions and pivot tables)
- Advanced knowledge of an SME accounting and payroll package (Sage preferred)
- Knowledge/use of Fundraising CRM system (preferred)
- Excellent inter-personal and communication skills
- Proactive, forward thinking able to liaise with stakeholders from operational to director level, and able to explain complex finance issues to non-financial staff
- Able to prioritise own work and achieve monthly deadlines
- Work unsupervised, self-motivated

Personal Attributes:

- Excellent communication skills
- Ability to explain financial statements and concepts to non-financial staff
- Ability to prioritise workload effectively and show initiative where necessary
- Strong attention to detail
- Working to tight deadlines
- Ability work effectively on own but also as part of a remote team
- As there is travel required you will be required to have access to a vehicle for work purposes and you should have a current, valid UK driving licence

Benefits:

- Competitive Salary
- 26 Days Annual Leave
- Pension Scheme – auto enrolment
- Healthcare Scheme – after successful completion of probationary period