

FINANCE MANAGER



MORDEN COLLEGE

Morden College

Candidate Application Pack





MORDEN COLLEGE

WELCOME

Letter from Kate Morris

Thank you for your interest in joining the Morden College Finance Team.

If you join us, you will arrive at an exciting time. We are in the middle of a finance process review to improve our ways of working. We want to upgrade our finance and accountancy technology and how we collaborate with other departments. We are also embracing wider change at Morden College under the leadership of our new Chief Executive and new members of our Senior Leadership Team.

We take pride in our charity's purpose, which is to support older people who meet our eligibility criteria by providing accommodation and a variety of services across two sites in Blackheath and Beckenham. We also have ambitions to grow the number of people we can assist in our local communities of Greenwich and Bromley, and your role in Finance will be instrumental in making this happen.

I hope you'll be keen to apply to join us after reading about the job opportunities available in my team and [what we can offer you](#), including hybrid working (up to two days working from home).

I look forward to hearing from you.

Kate Morris

Finance Director



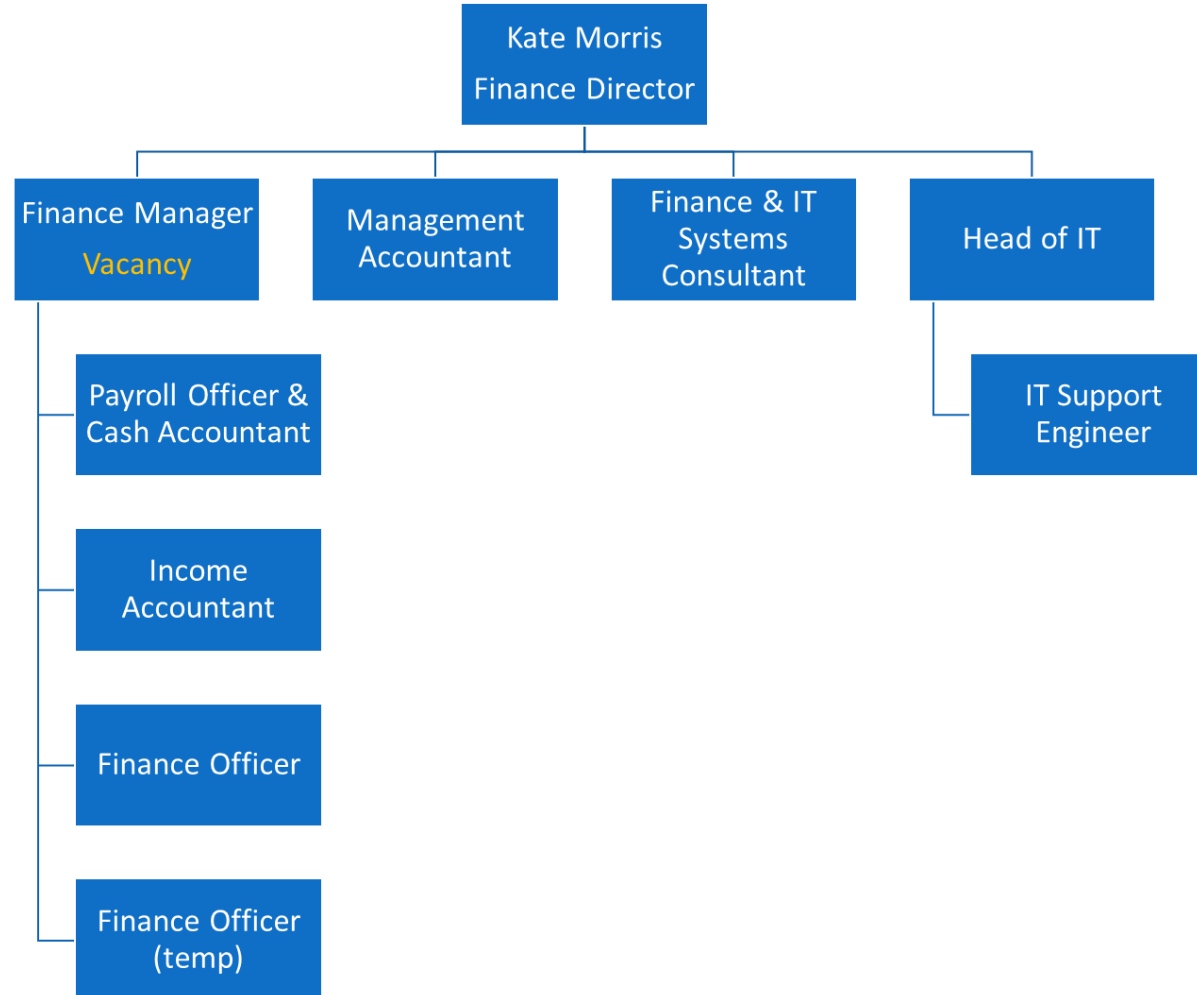
ABOUT US

Morden College has more than 250 older people living in alms house accommodation on two sites in Blackheath and Beckenham, and in our Care Home. At Morden College we are committed to providing services that support our residents to live independent and healthy lives. As well as independent living our Blackheath site is also home to the Morden College Care Home.

As part of the Morden College team, you will be committed to challenging ageism, promoting healthy ageing, and combatting loneliness while promoting equity, diversity and inclusion within communities. You will be comfortable with using technology to deliver consistent, equitable, and sustainable services at all times across the charity. You will be a role model for our values and be committed to a purposeful, responsible community that is a great place to live and work.



STRUCTURE CHART





JOB DESCRIPTION

Job Title:	Finance Manager
Hours per Week:	35 Hours (Hybrid working of up to 2 days per week)
Reporting to:	Finance Director
Salary:	£65K per annum (depending on experience)
Direct Reports:	Yes. Payroll Officer, Income Accountant, Finance Officers
Budgetary Control:	Yes
DBS disclosure	Enhanced
Location	Blackheath



MAIN DUTIES AND RESPONSIBILITIES

- Responsibility for all month end processes resulting in monthly Management Accounts reporting.
- Oversee the timely operation and upkeep of accounting systems in accordance with financial procedures.
- Manage and oversee the work of the Finance team, undertaking the role of quality assurance to make sure processes and policies are being followed in line with finance management best practice.
- Prepare key account reconciliations and review those carried out by the Finance team to ensure completeness.
- To manage our core finance, purchasing and payroll systems, ensuring the accuracy, integrity and security of financial data.
- To support the Finance & IT Systems Consultant with the transformation of our finance and accountancy systems, and our payroll system.
- Review and analyse financial reports, with the Programme Managers, on trends and performance against budget, to inform management decisions and strategic planning processes.
- Maintaining monthly schedules of the Charity's Investments and Real Estate Portfolios. Maintaining other key schedules, on a monthly basis.
- Prepare information for our CEO on the projects spend and work with the Finance team to present this in a meaningful way.
- Work with the Finance Director to ensure efficient financial management and planning systems, ensure that financial reports effectively inform business development and strategies that the organisation demonstrates value for money across all activities and services.



MAIN DUTIES AND RESPONSIBILITIES CONTINUED

- Prepare accounts for the charity's subsidiary operations, including but not restricted to:
 - Blackheath Social Club (monthly)
 - Ralph Perring Court Social Club (monthly)
 - Morden College Chapel (quarterly)
 - Baker's Dozen (monthly)
 - Morden College Design and Build Limited (annually)
- With the Finance Team support the Finance Director, CEO and Trustees to ensure efficient preparation of the annual financial accounts and budget, and the effective production of financial information to support funding bids, tenders and the generation of new income.
- To produce and maintain a rolling 12-month cash flow forecast (separate cash flows are to be maintained for Sir John Morden's Charity and Dame Susan Morden's Charity)
- Be responsible for personal and team learning and development, keeping up to date with research, relevant legislation, taxation laws, policy and practice, and other literature relevant to the role.
- Review invoice nominal coding before invoices are processed
- Participate in supervision, training and meetings as required.
- Complying with the Morden College Staff Handbook, policies and procedures including Safeguarding, Health and Safety, GDPR, incidents/accidents reporting procedures escalating complaints and or concerns promptly.
- Undertaking any other duties commensurate with the role at the request of your line manager, including project work, absence cover, and participation in College events.



PERSON SPECIFICATION

- Qualified ACA, CIMA or ACCA, including relevant post qualification experience.
- People management experience and skills to effectively manage a team and communicate with the wider business.
- Experience of being able to engage and collaborate with stakeholders in a way where they feel supported, informed, but also giving clear advice where necessary and appropriate, even if the message may be difficult to give.
- High levels of accuracy and ability to problem solve.
- Excellent time management and organisational skills and the ability to work well under pressure.
- The ability to work proactively and reactively and manage own workload.
- Advanced Excel skills and a good knowledge of Finance and IT systems.



TO APPLY

Please send a short covering letter of no more than two A4 sized pages explaining why this appointment interests you and how you meet the appointment criteria and competencies as detailed in the candidate information pack.

Your current CV with educational and professional qualifications and full employment history highlighting relevant achievements in recent posts.

Please email this to: jamie@mlcpartners.co.uk

If you would like to discuss the opportunity in more detail prior to making an application, please contact your team below:



JAMIE ELLIOTT

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GET IN TOUCH

www.mlcpartners.co.uk

Every partnership starts with a conversation.



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