

Finance Manager

20 hours/week @ £37.5k FTE salary (pro rata based on a 37.5 hour week). *Home-based within easy travelling distance of Oxford and London for meetings such as audit or team meetings approximately twice a quarter.*

We are an agile social enterprise looking for a qualified Finance Manager to manage and operate our existing finance 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 and Clinical Director, who sits within a wider management team of six people. The role is advertised at 20 hours per week. The preference would be for the hours to be worked over 3 or 4 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 a team of committed part-time staff 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 responsibility for all finance processes including budgeting, management accounting, cashflow, VAT, Payroll, and overall management of our bank accounts and treasury. The bookkeeping and payroll functions are currently outsourced but the Finance Manager will take the lead in bringing these functions in house and ensuring they are fully integrated with the XERO finance management system. The Finance Manager will also manage the relationship with our accountants for the completion of our annual statutory accounts.

Whilst you will be well supported by the Strategy and Clinical Director and have access to technical advice and inputs from our non-Executive Finance Director and from our Accountants, the role will suit a proactive self-starter who is fully conversant with Xero and 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.

Job Description

Bookkeeping, invoicing, expenses and treasury (approx. 35% of role)

- Manage the working relationship with outsourced bookkeeping team and lead the transition to bringing the bookkeeping function in house with immediate effect using appropriate Xero linked apps such as Dext. Once transitioned, undertake posting of all income and expenditure to Xero including recording all VAT-related costs, application of appropriate exchange rates and verifying coding and project allocations with the projects team
- Reconcile bank transactions with the accounting records from Xero.
- Raise customer invoices on Xero as requested and authorised by Programmes Team. Ensure appropriate VAT treatment applied to sales invoices.
- Oversee use of the Xero app for scanning and uploading all expense receipts.
- Ensure all relevant invoices & expenses receipts are filed appropriately.

- Process any payments or expenses through the bank account ensuring adherence to schedule of delegated authority for different team members.
- Make international payments via business banking or other platforms as needed.
- Check and complete VAT returns to HMRC in accordance with statutory requirements. Ensure returns are appropriately approved and submitted on time, with associated payment made to HMRC.

Payroll (approx. 5% of role)

- Manage working relationship with outsourced payroll services team and lead the transition to bringing the payroll function in house through Xero with immediate effect.
- Compute monthly payroll calculations for all staff including allocations for zero hours staff.
- Ensure all statutory payments are made on time i.r.o PAYE, NI, NEST pensions, childcare vouchers etc. Process salary payments through bank account.
- Post individual salary allocations to projects through Xero, based on authorised timesheets.

Cash flow and production of monthly management accounts (approx. 20% of role)

- Liaise with the project team in updating a monthly rolling cashflow for review by the Strategy and Clinical Director and Board as required.
- Produce monthly management accounts reconciling back to the balance sheet.
- Collaborate with the project team in monthly review of project expenditure against budgets.
- Prepare and present quarterly financial reports and analysis for the Board of Trustees.
- Lead on project audits as required and provide support to programmes team for financial reporting to clients and funders.

Budgeting, reforecasting, and ad hoc financial analysis and reporting (approx. 20% of role)

- Coordinate new financial year budget cycle. Consolidate team inputs and summarise for senior management and board review.
- Coordinate the quarterly budget re-forecasting exercise with input from wider team. Prepare files, perform cost allocations, and consolidate input from team. Summarise for senior management and Board review.
- Undertake financial analysis as required e.g. variations and allocation of core costs.

Statutory accounts (approx. 15% of role)

- Manage working relationship with external accountants and coordinate requirements for them to produce the organisation's annual accounts, working with them to resolve any findings and recommendations. This includes providing all required input, liaising with them around timelines and process, checking draft accounts prepared by audit team, ensuring adjustments and corrections are made, and presenting final accounts to board for final sign off at annual AGM.

Liaison with banks, cash cards (Equals) and other operational service providers (5% of the role)

- Manage annual or longer term subscriptions and contracts ensuring appropriate cover and value for money for PCI e.g. insurances, domain name, web hosting, professional associations.
- Manage day to day contact with PCI's banks including resolving problems with delayed, missing or stopped payments or receipts, requests for further information, making changes to banking arrangements etc.
- Conduct bi-monthly audit of Equals or other debit card to check the nature and scale of expenditure. Generate transaction lists for expenses charged to Equals and verify appropriate receipts submitted. Upload details to Xero.
- Monitor financial risks identified in the organisational Risk Register including reporting to management/the Board on mitigation measures taken.
- Compile annual CIC report and make appropriate tax payments to Companies House.

Person Specification

Essential

1. Demonstrated finance qualification, ideally ACA/CIMA or ACCA. Undergraduate degree in Accounting with at least 5 years relevant experience will also be considered.
2. At least 3 years' experience in all aspects of financial management, accounting and tax.
3. Highly skilled user of Xero Accounting software.
4. Previous experience working with a not-for-profit organisation or social enterprise.
5. Previous experience in managing finance across multiple projects and currencies is highly desirable.
6. Natural aptitude for financial control & ability to identify areas of process risk.
7. Strong Excel skills and proficient with PowerPoint.
8. Good communicator with ability to write clear instructions & summarise key messages for non-finance colleagues.
9. Ability to multi-task and juggle competing priorities, remaining calm under pressure.
10. Proactive and takes own initiative; comfortable making decisions & taking responsibility.
11. Access to appropriate connectivity & workspace which is conducive to productive home working.
12. Efficient, organised, accurate & thorough record-keeper, with excellent attention to detail.

Preferred

1. Previous experience and confidence in preparing reports and reporting to senior management / Board of Trustees.
2. Experience in using Xero add-ons (expenses, payroll and projects) plus Xero linked apps such as DEXT, Modulr is highly desirable.
3. Commercial acumen.
4. Familiarity with SharePoint and Teams.
5. General good aptitude for IT and able to resolve basic issues yourself.
6. Experience working as part of a virtual/remote team.
7. Ability to work flexibly to meet deadlines, especially during peak finance cycles.

How to Apply

Please send a copy of your current CV and a covering letter explaining why you are interested in this post and how your skills and experience make you suitable to gill.price@pci-360.com by 5pm on Monday 31st March 2025. Short-listed candidates will be invited for a virtual interview via Teams. The provisional dates for interviews are Tuesday 8th or Thursday 10th April 2025 between 9.00 and 14.00. Please note, shortlisting for the position will be undertaken on a continuous basis and PCI reserves the right to conclude the process before the closing date if a suitable candidate is identified.

Please note that this is a UK based role, and applicants must not only have the right to live and work in the UK, but also 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.