

Senior Finance Manager

Hybrid working with a minimum of 2 days at CoppaFeel! HQ per week

START DATE As soon as possible

Full time / Part time (4 days a week)

SALARY £42-50 FTE (depending on experience)

About the role

This is a new role at CoppaFeel! as we grow and develop our finance team. As the Senior Finance Manager, you will have responsibility for overseeing CoppaFeel!'s finances. The Senior Finance Manager will be a key role in providing support and analysis to help decision-making for Leadership team.

This role will suit someone who is looking to join a small, dynamic and growing organisation to integrate finance within the organisation through building relationships with the wider team. You will be able to understand the story behind the numbers and work with the wider team to ensure financial cost effectiveness.

KEY DUTIES AND RESPONSIBILITIES

Strategic

- Support on the annual Budgeting and quarterly Forecasting process
- Support with long term financial plans
- Analysis of ROI on income and projects

Reports

- Preparation of budget holder monthly reports and other internal financial reports
- supporting with cashflow monitoring

Stakeholder Management

- Support Auditors with audit information
- Line manage finance assistant/intern

- Work with external finance and payroll agencies to ensure a smooth day to day processes are maintained
- Create and maintain positive relationships with members of the Senior Leadership Team (SLT) and team managers in order to aid in their understanding of budgets and financial statements, and to support them with their day-to-day budget management and finance needs.

Finance processing

- Process and monitor VAT and Gift Aid
- manage day to day running of the finance function (Banking, team queries)
- Trial balance reconciliation and month end journals
- Cross check and manage Payroll information and processing
- Manage and maintain appropriate financial policies and financial controls mitigating financial risk and implementing best practice.
- Manage finance systems and controls

SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

- Part qualified Accountant or qualified by experience
- Proven experience in budgeting, financial analysis and supporting year end reporting
- Excellent analytical, problem solving and decision making skills; with a solution focus in collaboration with other stakeholders
- Ability to analyse complex financial information, problem solve and communicate findings effectively and have difficult conversations.
- Have experience driving change and improving processes.
- Demonstrable experience of managing and mentoring a finance team
- Proficiency in accounting software, Microsoft and Google products including Intermediate to advanced excel skills (pivot tables, sumifs, vlookups etc)

Desirable

- Have good working knowledge of reporting requirements and UK charity regulations experience including SORP

Benefits

- Active Fund: Up to £40 can be expensed per month for gym membership or classes
- Employee Assistance Programme: Advice and support offered by an external body
- Access to Self Space training and 1:1 therapy
- Training: We have a budget each year for employees to make the most of and find training programmes of interest to them

Application information

To apply, please send a CV and answer 3 competency questions via our website. Applications close on Monday 28th October 9am. CoppaFeel! reserves the right to close the applications early in the case of a high volume of applications. Interviews will be held on a rolling basis so early application is advised.