

## **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**

**SALARY £42-47 FTE (depending on experience)**

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This is an exciting role, for a charity finance professional and great communicator to join CoppaFeel!.

- Are you analytical and forward thinking with finances?
- Do you enjoy collaborating and empowering the wider organisational team in finance understanding?
- Are you an experienced line manager that thrives on developing and upskilling your team?

If yes to the above we would love to hear from you.

### **About CoppaFeel!**

CoppaFeel! exists to educate and remind every young person in the UK that checking their boobs isn't only fun, it could save their life. We are the first breast cancer charity in the UK to create awareness amongst young people, with the aim of instilling a new healthy habit that could one day save their life.

We are a small team which, collectively, has one almighty big voice. We were founded out of a need to right wrongs, and when we hear of more people diagnosed late, or young people dying from this disease, we know there isn't a more powerful reminder to get up out of bed every morning.

CoppaFeel! is about more than discovering a cancer diagnosis. It's about empowering ourselves to be proactive about our own health and body, as well as our outlook on life. It's about knowing your boobs; knowing that if you do find something, you know what to do and if found early, you have many options. Put simply, breast cancer does not need to be detected late, and as long as we are here and continue to be supported by people like you, we will do all we can to make sure this doesn't continue to happen.

## 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.

## KEY DUTIES AND RESPONSIBILITIES

### Strategic (15%)

- Support on the annual Budgeting and quarterly Forecasting process
- Support with long term financial plans

### Reports (15%)

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

### Stakeholder Management (20%)

- 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
- Finance business partner with the teams and discuss spend with budget holders

### Finance processing (50%)

- 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
- Strong relationship building and communication skills and the ability to engage with a range of people within the organisation.
- Have good working knowledge of reporting requirements and UK charity regulations experience including SORP
- Have experience driving change and improving processes.
- Experience of line management
- Intermediate to advanced excel skills (pivot tables, sumifs, vlookups etc)

## MAIN BENEFITS

- 22 days annual leave (excludes public holidays), 1 day of leave on our Founder's Cancerversary and 3 days office closure in December
- 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

## HOW TO APPLY

Please submit your CV and completed screening questions through Charity Jobs. Applications will close on 29th July at 9am, however interviews will take place on a rolling basis, therefore we advise early applications.

*At CoppaFeel! we support a diverse range of communities and we understand that diversity within our team is central and crucial to meeting the needs of the young people we exist to serve. We strongly encourage applications from Black, and people of colour, LGBTQIA+ candidates, candidates with disabilities, from men, and from those with a lived experience of cancer because we would like to increase the representation of these groups within the charity.*

*We promote equality, diversity and inclusion in our workplace and make recruitment decisions by matching the charity's needs with the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We recognise the value in encouraging a diverse range of perspectives, skills, experience and knowledge at the charity.*

*We are a Disability Confident Employer and we commit to offering an interview for all applicants with disabilities who meet our required criteria for the role. If you have any accessibility requirements or need any adjustments for the interview process please get in touch.*