

FINANCE MANAGER ~ JOB DESCRIPTION

Part Time / Salary

Part Time (0.4 FTE / 2 days pw) / £35,000-£40,000 (pro rata) according to experience

Introduction

The Finance Manager reports directly to the Chief Executive (CE) and is a member of the Senior Management Team. The successful candidate will be a highly experienced finance manager, able to demonstrate a passion and enthusiasm for the charity, its vision and strategy, and being an effective part of the team delivering and supporting that strategy.

Primary Objectives

To direct, carry out and coordinate the finance activities of the organisation in accordance with policies, goals and objectives established by the CE and Board of Trustees, and to assure the quality, effectiveness and efficiency of delivery of these services.

Specific Responsibilities

Financial accounting and reporting

- Managing the financial accounting process, including carrying out book keeping, monthly bank reconciliations,
- Drafting artists' self-billing-invoices, raising invoices, managing debtor and creditor ledgers, paying suppliers and allocating income.
- Co-ordinating and overseeing monthly payroll and pension with the outside provider.
- Liaising with the bank and managing the charity's investment income.
- Ensuring that all statutory requirements and deadlines are met for accounting and taxation matters.
- Preparation of annual accounts in accordance with the Charity SORP and liaising with auditors.

Management accounting and reporting

- Preparing financial and any other pertinent information including monthly management accounts and other updates for the CE and Trustees.
- Preparing quarterly finance updates for the CE to present to the Board of Trustees.
- Creating VAT reports, reconciling VAT accounts and submitting quarterly VAT returns.
- Co-ordinating the annual budget preparation process.

Financial systems and processes

- Driving improvements in processes and ensuring all staff members understand such processes.
- Proactively carrying out internal finance training when required.
- Ensuring the CE and Board of Trustees are aware of their financial obligations to the Charity Commission and coordinating the delivery of these obligations.

Charity finance

- Preparing project budgets and budgets in support of funding applications.
- Liaising with the Fundraising and Project teams to maintain and improve the tracking of restricted donor funds and expenditure.
- Supporting the Fundraising team in the preparation of tailored finance reports to specific donors.
- Overseeing the timely reclaim of Gift Aid.
- Keeping abreast of financial developments across the charity sector.

Other

- As required, supporting the CE in the development of key relationships and attendance at key Create events.

FINANCE MANAGER ~ PERSON SPECIFICATION

Qualifications/Training

- Accountancy qualification.
- Educated to degree level or equivalent.
- Experience of the charity sector.

Job specific skills and experience

Essential

- Extensive experience of working in a complex finance role, with strong technical knowledge of statutory, management and financial accounting.
- Experience of managing financial and management accounts, annual accounts, year-end processes, audits and external reporting.
- Experience of working with Sage 50.
- Excellent knowledge of Excel and a good working knowledge of other Microsoft Office applications, including Word, Power Point and Outlook.
- Experience of managing/owning finance processes and controls.
- Experience of partial exemption VAT.

Desirable

- Knowledge of SORP.

Skills and Abilities

- Target-focused and results-driven with effective time management, prioritisation and planning skills.
- Strong organisational, negotiation, administrative and interpersonal skills.
- Excellent written and oral communication skills with a proven track record of communicating financial information to non-financial staff.
- Strong analytical and problem solving skills for the analysis of financial reports and business plans.
- The ability to review and identify new systems and processes to ensure that the finance function operates in an effective and efficient manner.
- Accuracy and meticulous attention to detail.
- Ability to work within a small, multi-disciplinary team.
- Highly confidential, sensitive manner.
- An ability to work to strict deadlines and remain calm under pressure.
- Self-motivation and ability to work on own initiative, independently, without direct supervision.
- A sense of humour.
- Smart appearance and confident manner.
- A flexible attitude to work: evening and weekend work are required on occasions.
- Computer literacy including Sage, Microsoft Word, Excel and the Internet. If needed, training will be given in Act! (Create's contact management system).

Terms & Conditions

- Part Time (0.4 FTE / 2 days pw). A different configuration for the 15 hours pw may be considered.
- Salary: £35,000-£40,000 (pro rata) according to experience.
- 28 days holiday pa (pro rata) including eight Public Holidays.
- The position is based at Create's offices in the City of London.
- Office hours for this post are 9.00am - 5.30pm, Monday to Friday with an hour for lunch.