Role title: Finance Manager

Reporting to: Operations Director

**Role outline and responsibilities**

**Management Accounting – including but not limited to the following:**

* Ensure documents are scanned onto software
* Bank reconciliation
* Set up invoices and quotes etc
* Help create a program for credit control
* Review postings on system and correct where required
* Update cash-flow working document and highlight any areas of concern
* Review and prepare payment runs
* Take responsibility for preparing Debtor Ledger reconciliations and oversee credit control to ensure payments are receive in accordance with due dates
* Undertake period end journals, accruals and prepayments
* Complete monthly P&L and balance sheet reconciliations
* Take responsibility for preparing management accounts in an accurate and timely manner, including variance and scenario analysis by department/school
* Prepare year-end management accounts in a manner sufficient for external auditor review which are fully and clearly reconcilable to the financial statements
* Ensure confidential information is used correctly and handled sensitively
* Constantly review and challenge the reporting and transactional process
* Help implement any new financial processes

**Budgeting – including but not limited to the following:**

* Participate in the creation of and adhere to the budget process timetable
* Organise and prepare the relevant documentation for all budget holder meetings
* Support the preparation of reforecasting budgets as directed by the Operations Director

**Payroll – including but not limited to the following:**

* Conduct the first review of the monthly payroll, ensuring monthly amendments are in line with the budgets/agreed reforecast
* Review all submissions (Inc. PSA)
* Provide cover for the payroll function
* Support the HR manager with queries

**Other Responsibilities:**

* Assist with/input into the production of Business Plans
* Assist with the training of staff as and when required
* Undertaking other professional duties as directed by the Operations Director

**Skills and Attributes**

* Experience of management accounting including balance sheet/TB reconciliations
* Experience preparing board reports
* Experience of supporting budget preparation
* Good knowledge of best practice and processes for all transactional aspects of accounting
* Very strong IT/software skills and use of accounting software
* Experience of working with Xero and associated apps/add-ons
* Able to operate effectively under pressure and to prioritise and plan work to deliver to strict deadlines
* Able to interpret accounting treatment of commercial transactions
* Able to communicate effectively and explain complex financial information to non-financial people
* Able to use initiative and work without instruction
* Able to make decisions based on facts
* Able to seek ways to improve work processes
* Owns tasks / “a completer finisher”
* Team player, flexible and willing to support the team
* Positive mental attitude
* Looks at ways to reduce waste and work effectively
* Works effectively with colleagues within and across boundaries
* An analytical and enquiring mind
* A high level of accuracy and attention to detail
* Honest and trustworthy
* Strong willingness to learn and maintain professional qualifications