

Action Medical Research **Job Description**

Job title:	Finance Manager
Department:	Finance & Operations
Working base:	A combination of home and office based working (at the charity's office in Horsham)
Hours:	35 hours per week
Salary:	£35,000 per annum
Reporting to:	Director of Finance, IT & Operations

Working relationship: Action staff including the fundraising and communications teams, the research department and external stakeholders such as auditors.

Main job purpose

To manage the finance function of the charity, covering core finance processes including accounts payable & receivable and the general ledger, as well as cash and investment reporting, tax administration and statutory reporting for Action Medical Research, and the trading company, while taking responsibility for the financial control framework within which the Charity operates.

You will be responsible for assisting the Director of Finance, IT & Operations in developing and enhancing the finance function of the charity whilst deputising on finance matters when needed. You will directly line manage the Finance Assistant, by providing support, training and guidance as appropriate.

1. Production of Monthly Management Accounts

- Produce timely and accurate monthly management accounts that include analysis and explanation of key variances to budget within seven working days of month end for review with budget holders
- Meet with budget holders monthly to review the management accounts, identify revisions required, and to ensure issues and corrections are clearly communicated and resolved
- Develop and manage the quarterly reforecasting and budgeting process
- Ensure accruals/prepayments are maintained where amounts are considered significant
- Produce ad hoc analysis of financial performance during the year as and when required to support the decision-making process
- Take the lead on the day-to-day administration of the banking arrangements
- Manage the accurate recording and reporting of movements to the investments.

2. Production of the Statutory Financial Accounts

- Plan, organise and co-ordinate financial activities to ensure the timely delivery of the financial statements to the Director of Finance, IT & Operations for the Investment & Audit Committee
- Annually, prepare the financial statements in compliance with Charities SORP and any additional requirements of the Charity Commission, as appropriate.
- Keep up to date with latest applicable accounting standards & changes in legislation
- Ensure system, procedure and process changes are made as and when necessary to enable changes in reporting requirements
- Work with the Director of Finance, IT & Operations to maintain the day-to-day relationship with external auditors and all arrangements surrounding the annual audit fieldwork.

3. Balance Sheet Control
 - Ensure effective maintenance of the Balance Sheet, including key control accounts. Review of monthly balance sheet control accounts to ensure accurate reconciliations are performed, and where necessary adjustments are made promptly
 - Monitor balances with respective grant holders, ensuring these are promptly settled and discrepancies investigated and resolved
 - Ensure systems are in place to identify and correctly record restricted donations, so that these are properly monitored and utilised, in accordance with Charity Commission guidance on restricted income.
4. Managing the Payments and Income Processing Operations
 - Manage the processing of all income in an efficient and timely manner, ensuring that fundraisers are advised as appropriate of incoming receipts within all bank accounts
 - Manage an efficient and effective accounts payable process, working to agreed deadlines
 - Ensure that the Charity's standing financial instructions are correctly applied throughout the purchasing and payments processes
 - Ensure that staff are trained in all relevant aspects of payments & income processing, and that appropriate procedures, cover plans and internal controls are documented & kept up to date.
5. Taxation
 - Prepare the VAT returns for the Charity and its trading subsidiary for review by the Director of Finance, IT & Operations before submitting to the HMRC via the MTD interface.
 - Maintain up to date procedures relating to the recording, application and recovery of VAT for the charity and its trading subsidiary.
 - Review and process Gift Aid claim submissions produced by the Supporter Services team and submit through the Government gateway. Monitor the gift aid account and liaise with the HMRC for any outstanding balances.
6. Internal Financial Control & Procedures
 - Work with Director of Finance, IT & Operations to ensure appropriate controls are in place, through segregation of duties and written procedures to place adequate controls over incoming and outgoing funds
 - Review and update Finance Procedures and effectively communicate these to staff, within the Finance Department and across the Charity.
7. General
 - Recommend and implement system and procedural changes, in consultation with the Director of Finance, IT & Operations, where appropriate
 - Focus on adding value to the charity in all activities undertaken
 - Keep up to date with current developments and changes within the charity
 - Projects and any other duties commensurate with the post as requested by the Director of Finance, IT & Operations.

Person Specification

Essential

1. Educated to degree level
2. CCAB qualified accountant
3. Experience in the preparation of Statutory Accounts and detailed knowledge of Charities' SORP
4. Experience of running the finance function for an entity, including establishing & managing internal control systems
5. Line management experience – with ability to manage, train and mentor staff to create a strong and supportive team environment
6. Excellent communication skills, both oral and written
7. Proven track record in relating financial information to non-financial stakeholders
8. Excellent stakeholder management and influencing skills. Ability to nurture strong and lasting relationships with people across all levels both inside and outside of the organisation. Demonstrate ability to be diplomatic, persuasive and credible at a senior level.
9. Strong customer service orientation
10. The ability to manage a busy workload, meet tight deadlines and prioritise effectively
11. Excellent Excel skills.

Desirable

1. Good working knowledge of Agresso accounting system
2. Experience of developing &/or implementing finance systems
3. Experience of working within a fundraising charity.