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Job Title: Finance Manager

Reports to: Finance Director

Responsible for: No direct line reports

Salary: c.35-40k

Location: The Poppy Factory, Richmond, Surrey

Hours: Full time, 37.5 hours a week

**Key Purpose of the Role**

Working closely with the Finance Director, to improve and develop The Poppy Factory financial procedures and controls.

To support the Finance Director in review of financial reporting in the Poppy Factory to achieve improvements in impact and managers insight and understanding of the business performance.

To be responsible for producing the monthly management accounts, preparation of the annual budget and supporting budget holders as required with budgeting, costing and financial analysis

To provide support to the Finance Director in preparation of the Poppy Factory’s annual report and accounts.

To provide support to the Finance Director in delivery of finance projects to improve the Poppy Factory business performance.

**Main Duties and Responsibilities**

1. To review the existing financial procedures and controls and develop The Poppy Factory Finance Manual.

2. To be responsible for ensuring the balance sheet reconciliations are properly completed and signed off.

3. To prepare and improve monthly management accounts developing to reflect changing organisation needs including regular forecasting.

4. To support budget holders and senior managers with management information and analysis, delivering insight that links financial reports to business strategies.

5. To support the fundraising function with bids and grant applications ensuring figures are accurate.

6. To ensure that funds received are properly monitored and accounted for in respect of recognition and any restrictions.

7. To prepare the annual budget for the organisation including income and cash flow projections, working with budget holders and senior management to ensure comprehensive and credible revenue and capital budgets are prepared.

8. To develop regular cash forecasting to support better use of cash resources.

9. To prepare the annual accounts in accordance with latest accounting standards.

10. To provide support to the Finance Director for the annual external audit and preparation of Annual Report and Accounts.

11. To prepare the Poppy Factory payrolls

12. To prepare and pay pension contributions to group personal pension provider including new starters and leavers.

13. To provide support to the Finance Director in development and delivery of finance projects to improve the overall Poppy Factory business performance.

14. To provide guidance and support to less experienced members of the Finance Team and non- Finance managers undertaking coaching/briefing/induction on finance procedures and regulations as appropriate.

15. To contribute as a member of the Finance team to the development of the finance function to support continual improvement in the service delivered to the Poppy Factory.

16. To undertake line management of agency staff or others as delegated by the Finance Director.

17. Support and manage any volunteers in accordance with the Volunteer Handbook and in liaison with the Volunteer Manager.

18. To undertake other duties as appropriate taking account of the nature and scope of the role.

**General**

19. To work in accordance with The Poppy Factory policies and procedures.

20 To work in accordance with The Poppy Factory values and demonstrate through own behaviour in the workplace good equality and diversity practices.

21. To undertake training and development as required and demonstrate a commitment to own professional development.

Finance Manager - Person Specification

**Essential Desirable**

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| --- | --- |
| **Education/Qualifications**  |  |
| Minimum ‘A’ Level standard  | BA/BSc in accounting or business related subject |
| Significant progress to completing professional accounting qualification ACA, ACCA, CIMA or equivalent  | Professional accounting qualification ACA, ACCA, CIMA or equivalent |
| **Experience**  |  |
| Experience of working in a finance department focussed on delivering a service to the whole organisation | Experience gained within the charity/not for profit sector |
| Significant experience of meeting deadlines for the production of management accounts |  |
| Experience of creating and improving financial processes and controls |  |
| Experience of preparing financial reports and analyses for senior management teams |  |
|  | Experience of VAT treatment for Charities |
|  | Experience of delivering a finance service to a remote/dispersed workforce |
|  | Experience in delivering briefings/training to non-financial managers |
|  | Experience of supporting funding bids and fund accounting |
| **Knowledge/Skills** |  |
| Up to date accounting knowledge and awareness of financial issues and regulations | Knowledge of the charity accounting regulatory framework  |
| Superior mathematical skills with the ability to analyse and interpret financial information quickly |  |
| Strong attention to detail |  |
| High standard of IT literacy including MS Office applications and accounting software.  |  |
| Advanced level Excel with aptitude for creating and manipulation of data in a multi spreadsheet environment  |  |
| Excellent interpersonal skills with ability to engage effectively with people at all levels |  |
| Effective at communicating financial information to non-finance managers and staff |  |
| Strong critical thinking and problem solving skills |  |
| Good understanding of data privacy standards |  |
|  | Knowledge of payroll processes |
| **Attributes** |  |
| Strong ethics demonstrates honesty and integrity |  |
| Resilient and tenacious in approach to challenges  |  |
| Comfortable working in a diverse environment |  |
| * Self-starter, strives to achieve excellent results
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| Empathy with needs of the Poppy Factory’s client group |  |
| Acts as a role model and leads by example |  |

Finance Manager JDPS