

Post: **FINANCE MANAGER**

Post no:

Section: **FINANCE**

Salary: £33,663 (Grade ENP01)

Hours: 40 per week

The current post holder is in place until mid-August 2017, so an ideal start date would be Monday 31st July 2017 to facilitate the smoothest handover. There is however flexibility around this if needed.

JOB DESCRIPTION

1. Main Purpose

1.1 You will be responsible to the Executive Director Finance for:

- a) the overall management of the finance team;
- b) ensuring tight financial controls are in place at all times
- c) assisting with the overall financial management and reporting of Enable

2. Staff Management

2.1 You will be responsible for:

- 1 x full-time Finance Assistant
- 1 x part time (20 hrs pw) Finance Assistant

2.2 Continuous training, development and performance management of the finance team to ensure potential is being fulfilled.

2.3 Due to the recent new hire of our part-time Finance Assistant, additional responsibilities are being passed down from the current post-holder to the team. You will be required to provide daily support to the team to develop their skills in these areas. Examples of those additional responsibilities are below (but are not limited to):

2.4 Full time Finance Assistant additional responsibilities:

- a) Xero bank reconciliation
- b) Petty cash reconciliation
- c) Banking
- d) Sports adjustments
- e) Mentoring of our Part-time Finance Assistant

2.5 Part-time Finance Assistant additional responsibilities:

- a) Checking and sending supplier purchase orders
- b) Receipting cheques
- c) Processing cash & deposit (C&D) sheets
- d) Processing sports grants

3. Finance

3.1 Preparation of financial information for Budget Managers and Division Heads.

3.2 Develop financial policies and procedures and ensure they are observed.

3.3 Play a key role in the smooth running of our annual external audit, including regular communication with external auditors.

3.4 Carry out month end procedures to meet regular deadlines, including:

- a) Detailed reconciliation of all balance sheet accounts
- b) Resolution of balance sheet reconciling items
- c) Supplier accruals preparation and submission
- d) Payroll journals preparation and submission
- e) Deferred income adjustments and reconciliation

- f) Prepaid costs adjustments and reconciliation
- g) Profit and loss analysis
- h) Assist with management accounts preparation (capacity permitting, and training will be given)

3.5 Quarterly VAT return, including partial exemption workings.

3.6 Supplier payment run approval.

4. Other/Ad Hoc

4.1 Manage insurance policies and annual renewals.

4.2 Oversee effective management of the shared finance email inboxes.

4.3 Assist the team with resolving queries.

4.4 Issue concession certificates.

PERSON SPECIFICATION (all essential unless otherwise stated)

5. Experience and Qualifications

5.1 Part qualified Accountant (AAT fully qualified, or final stage student of ACCA, CIMA, CIPFA, ACA); or qualified by lengthy experience.

5.2 Minimum of 5 years all round accounts experience, including staff management and team development.

5.3 Minimum of 2 years experience in a similar role (desirable).

5.4 Confident of carrying out balance sheet reconciliations without direction.

5.5 Comfortable with accruals based accounting.

5.6 Proven track record of improving processes.

5.7 Proficient in Excel.

5.8 Good working knowledge of Xero Accountancy software (desirable).

5.9 Knowledge and experience of charitable organisations and/or leisure and culture services (desirable).

6. Skills and Competencies

6.1 Good working knowledge of budgetary control and accounting procedures.

6.2 Ability to maintain confidentiality concerning financial data.

6.3 Ability to build strong new relationships, influence and negotiate with staff and stakeholders at every level of seniority.

6.4 Ability to bring a strong vision of development, continuous improvement and growth for Enable.

6.5 Good communication skills (both verbal and written).

6.6 Able to prioritise own workload and the team's workload, with excellent attention to detail and to consistently meet deadlines.

6.7 Self-motivated, with good judgement and the ability to use initiative.

6.8 Enthusiastic, resilient, driven, and flexible.

6.9 Willing to attend occasional meetings, workshops etc., out of hours when required.

ADVERT

Finance Manager

Enable Leisure and Culture is a not for profit company limited by guarantee with charitable status. It has been operating since the 1st October 2015 and provides a wide range of services across a leisure and cultural portfolio contracted out by Wandsworth Council. The business has an annual turnover in excess of £9 million and this is an excellent opportunity to join us while we search for additional opportunities to grow further and broaden our client base.

Reporting to the Executive Director Finance, we are seeking a progressive Finance Manager to replace our incumbent Finance Manager on a permanent basis.

The main responsibilities of the role include:

- The overall management and development of the finance team, consisting of 2 Finance Assistants.
- Management reporting.
- Developing and enforcing policies.
- Playing a key role in our annual external audit.
- Month end close (balance sheet reconciliations, accruals, prepayments, deferrals).
- Month end reports (to be gradually developed with the Executive Director Finance).
- Quarterly VAT return.
- Approving supplier payment runs.
- Managing insurance policies.

The individual should have the following experience and qualifications:

- Part qualified Accountant (AAT fully qualified, or final stage studier of ACCA, CIMA, CIPFA, ACA), or qualified by lengthy experience.
- Minimum of 5 years all round accounts experience, including staff management and team development.
- Minimum of 2 years experience in a similar role (desirable).
- Confident with balance sheet reconciliations and accruals accounting.
- Proven track record of improving processes and proficient in Excel.
- Good working knowledge of Xero Accountancy software (desirable).
- Knowledge and experience of charitable organisations and/or leisure and culture services (desirable).

The individual should have the following skills and competencies:

- Good working knowledge of budgetary control and accounting procedures.
- Ability to build strong new relationships, influence and negotiate with staff and stakeholders at every level of seniority.
- Ability to bring a strong vision of development, continuous improvement and growth for Enable.
- Good communication skills (both verbal and written).
- Able to prioritise own workload and the teams workload, with excellent attention to detail and to consistently meet deadlines.

This is a very exciting opportunity to join a diverse organisation and ideal for someone looking to develop their management reporting and charity accounting skills.