

Job Title: Finance Manager

Reports to: Managing Director

Job Purpose:

Accurate maintenance of company accounting records, including bought sold and nominal ledgers. Delivery of accurate and timely information to the senior management team (SMT) and Board. Oversight of financial administration and record keeping in relation to all Chamber activities including funded contracts and commercial activity.

To oversee the financial function of the organisation including accurate maintenance of company accounting records, the nominal ledger and balance sheet reconciliations. Delivery of accurate and timely information to the senior management team (SMT) and Board. Oversight of financial administration and record keeping in relation to all Chamber activities including funded contracts and commercial activity.

Principal Accountabilities:

- Accurate input of data into the company's accounting records
- Preparation of monthly management accounts and issue of monthly reports to the SMT and the Board
- In liaison with the SMT producing annual forecast/budgets, with ongoing monitoring against plus review and update as requested during the year, and supporting business planning
- Credit control in liaison with the Finance Assistant
- Making monthly salary and related payments including payments to HMRC for PAYE & NI (payroll outsourced) and to pension provider
- Completing quarterly VAT returns and making VAT payments
- Oversight of balance sheet reconciliations, including bank, supplier and customer accounts
- Oversight of all aspects of purchase and sales ledgers including uploading payments
- Liaising with and supporting as appropriate the other functional departments including supporting project budgeting, reporting, claims and financial administration and supporting budgeting, reporting and financial administration of commercial activities
- Processing ad hoc payments where required
- Ensuring financial systems and processes are followed accurately, seeking explanation/correction where deviations identified and reporting accordingly
- Reviewing and further developing finance systems and processes to ensure they remain fit for purpose and are efficient and effective
- Production of year end accounts ready for review and production of an Accountants Assurance Report by an external accountant
- Identifying ways to improve the procedures and controls to improve efficiency
- Any other activities needed to support the business

Planning and Organising:

- Planning and organising activities within the job role, working with colleagues as appropriate

Decision making:

- Day-to-day decision making with regard to the job role within the guidelines and ethos of the organisation

Internal and External Relationships:

- Developing and maintaining effective stakeholder relationships appropriate to the role

- Developing and maintaining an effective day to day working relationship with the rest of the Chamber team

Knowledge, Skills and Experience Needed:

- Practical experience working in an accounts team and good technical accounting knowledge
- Experience of Sage 50 accounts essential plus experience of other accounting software packages (such as Xero) desirable
- Good background and experience of credit control
- Excellent Working knowledge of Microsoft Office software in particular Microsoft Excel
- Experience of preparing annual/monthly financial and management accounting reports
- Experience of preparing annual budgets / forecasts and monitoring these against actual results
- Ability to develop and maintain effective relationships internally and externally to the organisation.
- Ability to delegate and manage a direct report
- Strong communication skills, for effectively dealing with colleagues, customer and suppliers

PERSON SPECIFICATION

JOB TITLE: FINANCE MANAGER

COMMUNICATION SKILLS	Essential	Desirable	How Tested
Good oral & written communication skills	/		AF/I
Robust negotiation skills	/		AF/I
Ability to develop and maintain relationships with a wide variety of organisations	/		AF/I
QUALIFICATIONS			
AAT 4 qualified or above	/		AF
WORK EXPERIENCE/JOB SKILLS			
Preparation of Management Accounts	/		AF/I
Accountancy knowledge and understanding of fundamental principles	/		AF/I
Good knowledge of bookkeeping processes and procedures	/		AF/I
Demonstrable track of effective credit control	/		AF/I
Experience of working in all areas of bookkeeping	/		AF/I
Familiarity with online VAT submissions to HMRC	/		AF/I
Knowledge of other HMRC submissions such as payroll and corporation		/	AF/I
Knowledge of HMRC year-end returns	/		AF/I
Preparation of year end accounts	/		AF/I
MANAGEMENT/SUPERVISORY STYLE			
Ability to manage own time and activity on a day-to-day basis	/		AF/I
Ability to manage a direct report and work effectively with other members of the Chamber team	/		AF/I
PERSONAL QUALITIES			
Personal drive and enthusiasm	/		AF/I
Ability to work under pressure and to tight deadlines	/		AF/I
Tenacious	/		AF/I
Accuracy and attention to detail	/		AF/I
OTHER ATTRIBUTES			
Valid UK driving licence		/	AF

How tested: AF= Application Form, I = Interview