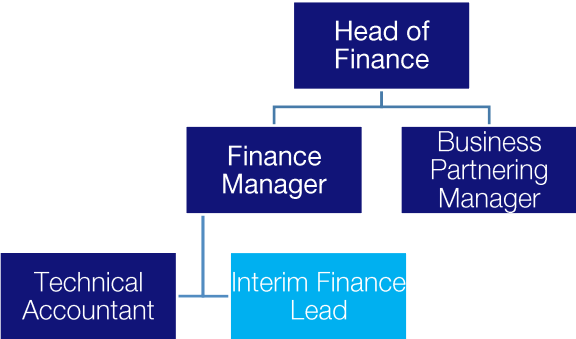


<p>Job Title Interim Finance Lead</p>	<p>Directorate and team This role sits in the Finance Team in the Corporate Services Directorate</p>
<p>Key focus of the role This is a 12 month fixed term role which takes on varied day to day duties from the Finance Manager and Technical Accountant roles, enabling these postholders to contribute to the CRM implementation project which will be ongoing during 2022. The Interim Finance Lead is responsible for ensuring that our systems accurately record up to date financial information from a variety of source systems and processes – and for resolving any issues by effectively collaborating with colleagues.</p>	<p>Department</p>  <pre> graph TD A[Head of Finance] --> B[Finance Manager] A --> C[Business Partnering Manager] B --> D[Technical Accountant] B --> E[Interim Finance Lead] </pre>
<p>Key deliverables</p> <ul style="list-style-type: none"> Oversee the accurate and timely recording of all income and expenditure, resolving any issues through effective collaboration. Ensure a smooth and effective month end process and contribute to funder reporting. Lead on worker status assessments and income and supplier contract reviews. 	<p>Job and reporting Line This job reports into the Finance Manager, and has no line reports.</p>
<p>Contractual information</p> <ul style="list-style-type: none"> Contract type: Fixed term Hours: 35 Pay range: Band: 5 	
<p>Key working relationships internal Colleagues within Finance and across the charity particular IT colleagues</p>	
<p>Key working relationships external Suppliers, auditors, bankers.</p>	

All jobs at Diabetes UK are based on our competency framework called the **What-How Framework**. In the following sections we've listed:

- the key activities you'll undertake (**the What**) and
- the skills, knowledge, experience and behaviours you need to be successful in this role (**the How**).

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

Key activities – What you need to do

Managing Resources	Improving Delivery	Communicating With Others	Collaborating With Colleagues
<p>1. Ensure that the charity has complete and accurate financial information by completing reconciliations between multiple systems (donor management, finance, events etc) as well as bank reconciliations - and resolve reconciling items (S).</p> <p>2. Ensure that data from third parties is correctly recorded in our donor management system.</p> <p>3. Ensure that appropriate coding is set up to record restricted income and enable expenditure to be allocated against restrictions.</p>	<p>4. Identify and act upon any issues as they arise, find solutions and work to implement them with colleagues and external parties as appropriate (S).</p> <p>5. Take responsibility for the calculation of cost of sales for our trading activities.</p>	<p>6. Represent the Finance team internally and externally, adapting communication style appropriately for the context and audience.</p> <p>7. Set clear timetables for month end and communicate these to the team along with progress updates (S).</p> <p>8. Share expertise with colleagues by contributing to the delivery of internal finance training programmes, as well as training colleagues on the finance system as needed.</p>	<p>9. Collaborate with colleagues across the organisation and represent finance effectively in discussions and project groups by offering robust financial advice and insight/ information.</p> <p>10. Lead on worker status assessments and income and supplier contract reviews, ensuring that the true nature of relationships are identified from an HMRC perspective and that we remain compliant (S).</p> <p>11. Maintain an effective collaborative relationship with the IT team to enable the quick resolution of issues concerning data quality and data transfer (from Blender to CRM, and CRM to Business Central) (S).</p>

Skills, knowledge, experience and behaviours – How you need to do it

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

Making Decisions	Improving Delivery	Communicating With Others	Collaborating With Colleagues
<p>1. Consult others to gain their viewpoints and understand situations before making decisions (S).</p>	<p>2. Be open to feedback and doing things differently and have a genuine drive to be effective in the role.</p> <p>3. Look for the root cause of issues and drive fixes forward, rather than just resolving individual issues (S).</p>	<p>4. Show confidence and empathy in discussing sensitive or judgemental issues with colleagues, and be able to clearly explain compliance or statutory requirements.</p>	<p>5. Set clear goals for joint work and ensure that colleagues share a vision of the aims.</p>

Qualifications – Qualifications you need to carry out this role

CCAB qualified or part-qualified desirable but not essential