

Job Title – Finance Manager

DIRECTORATE:	Corporate Service
TEAM:	Finance
REPORTING TO:	Head of Finance
CONTRACT:	Fixed Term (8 months), backfill for permanent postholder during system implementation project

WORKING RELATIONSHIPS:

Inside Diabetes UK
Colleagues within Finance and stakeholders around the business. Particular relationships with HR Advisor for payroll processing, IT team for CRM system imports and maintenance and Gift Aid Manager in Fundraising.
Outside Diabetes UK
HMRC, external auditors, pension auditors, banks, suppliers.

OVERALL PURPOSE OF THE JOB

The post holder will provide backfill to the permanent Finance Manager, enabling them to concentrate on the implementation of a new finance system. We expect the project to run from April/May 2020 to December 2020, so the initial term of the role will be 8 months but there may be an opportunity to extend.

The permanent Finance Manager is expected to retain line management responsibilities for the processing, system and technical teams – but this role will be responsible for the day to day running of these areas, ensuring a high quality transactional processing service and providing technical financial and taxation analysis, reporting and support to the Head of Finance, Director of Corporate Services and stakeholders across the charity.

MAIN DUTIES AND RESPONSIBILITIES:

General

- Ensure the accurate and timely recording of all income and expenditure, and the reconciliation of all Balance Sheet accounts, managed through the Financial Accounting team.
- Manage the month end process to ensure timely closure of transactional processing, review all reconciliation and analysis work performed, and provide additional information to the Business Partnering Manager as required.
- Review monthly payroll output and production of reconciliation reports for approval
- Manage quarterly review of restricted funds, analysing income and expenditure and ensuring adequate supporting documentation is retained
- Maintain, monitor and develop internal financial procedures and controls to ensure areas of weakness or risk are addressed
- To deputise for the Head of Finance as required.
- To undertake ad hoc projects as required.
- Ensure activities meet with and integrate with organisational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.
- Embrace Diabetes UK volunteering activities through involving volunteers in your work activities and own participation through active volunteering within Diabetes UK.

Taxation

- VAT: Maintain a working knowledge of relevant VAT legislation and ensure compliance by ensuring appropriate processes and systems are in place and through the review of quarterly returns. Act as primary point of contact for the business for VAT issues and provide training and support to the budget holders
- PAYE: Maintain a working knowledge of relevant PAYE legislation and ensure compliance under the PAYE settlement agreement, ensuring the annual PSA return is produced.
- GIFT AID: Maintain a working knowledge of relevant legislation and ensure compliance by ensuring appropriate processes and systems are in place. Act as primary point of contact for the business for Gift Aid issues and provide training and support to the budget holders.

Staff Leadership (excluding line management responsibilities)

- Develop the team’s ability to carry out effective transactional processing, technical adjustments and delivery of financial reporting
- To ensure the manual of finance processes within the team is well-produced, understood and followed by the team and up to date.

Training

- To support the education of non-financial staff on transactional processing and compliance matters

PERSON SPECIFICATION:

The best person for this job will have the following skills:

- Process improvement, particularly in relation to Customer Record Management systems.
- Confidence in tax compliance matters including VAT, Gift Aid and PAYE.
- Communicate with non-financial audiences with clarity and patience.
- Strong analytical skills to be able to analyse, interpret results and draw conclusions.

The best person for this job will have the following experience and qualifications:

- Fully qualified accountant (ACCA or similar).
- Experienced in the charity sector and relevant rules and standards (partial exemption etc).
- Proven ability to successfully use various financial and CRM software packages.

The best person for this job will be:

- Personable, enthusiastic and excited to support and lead Diabetes UK’s finance team to continue to operate effectively through a period of change.
- Sensitive to the strain system implementations can put finance teams under, and flexible and pragmatic in their ability to support key teams to work around project timelines.