

Finance Manager

JOB DESCRIPTION

Overview:

Responsible to the Executive Director for clear and timely financial management, monitoring and reporting, for the maintenance of proper accounting records, and for the smooth operation of the college's financial and accounting systems.

Main terms:

- £37,000+ (pro-rata), negotiable.
- 3-4 part days per week, to be discussed.
- 26 days holiday plus bank holidays.
- Free lunches and parking.
- Beautiful and spacious working environment.

Relationships:

In addition to managing and supervising the small finance team, the Finance Manager reports to and meets regularly with the Executive Director, liaises from time to time with budget-holders from across the college, and interacts with various students and staff, as necessary.

Specific responsibilities:

- Oversight of finance team.
- Cash flow monitoring and forecasting.
- Administration of online banking
- Preparing and monitoring budgets and forecasts.
- Producing management accounts – year-end and interim.
- Reporting to Executive Director, Senior Management Team, Standing Committee (Finance Committee) and Council.
- Liaising with college bankers and auditors.
- Preparing statutory accounts in conjunction with the auditors.
- Annual submission of financial information to Office for Students (regulator), Charity Commission and Companies House.
- Keeping abreast of changes to accounting regulations and practice.
- Providing information and advice for business planning.

PERSON SPECIFICATION

- Accounting qualification – desirable.
- Current accounting experience – essential.
- Knowledge and experience of relevant software – essential.
- Knowledge of charity accounts – desirable.
- Commercial and business awareness.
- An analytical approach to work.
- Strong attention to detail and an investigative nature.
- High numeracy and sound technical skills.
- Problem-solving skills and initiative.
- Good negotiating skills.
- A good team manager and team player.
- Strong sympathy with the ethos and vision of the college and good understanding of the Church commitment of the students.