

Job Description

Finance Manager

Job Title:	Finance Manager
Reporting to:	Chief Executive
Responsible for:	Finance Administrative Assistant
Hours:	35 hrs per week
Salary Range:	£35,000 - £40,000 depending on experience

Purpose of the Role:

To be responsible for planning, implementing and managing appropriate systems and processes for the effective financial management of the South Kilburn Trust. This includes all invoicing and charging for SKT services (including affordable workspace and venue hire at The Granville), preparation of monthly management accounts and reporting on all financial matters to the Chief Executive and the Board.

Main Duties and Responsibilities:

To oversee the operation of all SKT's financial management systems, reporting to the Chief Executive and the Board.

To design and implement improved financial management systems, policies and procedures.

To ensure all rents payable to SKT, through our affordable workspace, venue hire and other services, are paid promptly.

To liaise with businesses and hirers to devise and implement more efficient and user-friendly methods of paying rent and hire charges.

To ensure all invoices and bills received by SKT are appropriately checked and paid promptly.

To oversee and manage SKT's payroll, supported by an external agency.

To prepare financial plans, budgets and cashflow forecasts in conjunction with the Chief Executive.

To produce monthly management accounts, including analyses of key financial and operational performance indicators.

To implement SKT's financial policies and to ensure that internal controls are effective.

To provide guidance and training to staff, Trustees and members on financial policies and procedures.

To prepare financial and other relevant information for funders and for potential funding applications.

To assist in the preparation of audit schedules, annual statutory accounts and ensure the successful completion of the annual audit.

To develop and monitor relevant financial and operational KPIs, and report against them on a monthly basis.

To manage administrative and other staff as appropriate.

To undertake other relevant tasks and duties at the appropriate level, as requested by the Chief Executive.

Person Specification

The following skills and experience are **essential** requirements for this post:

- Minimum of 3 years' experience working in financial management, preferably in the charity sector.
- Minimum of 2 years' experience working at a senior management level in a busy organisation.
- Knowledge and experience of working with computerised accounting systems.
- Knowledge and experience of working with a range of computerised software systems such as Microsoft Office, Google Drive, Zoom, etc.
- In-depth understanding of accounting practices and procedures.
- Minimum of 2 years' experience of managing staff.
- Advanced analytical skills.
- Ability to prepare reports facilitating strategic management information.
- Experience and ability to work at all levels in the organisation.
- Ability to deal tactfully, sensitively and diplomatically with staff, clients, service users and Trustees.
- Experience in preparing management accounts, budgets, forecasts and forward plans.
- Excellent organisational skills.
- Excellent written and spoken English.
- Accurate and systematic approach to work.
- Ability to work on own initiative with a minimum of supervision.
- Ability to prioritise work.
- Ability to work as a member of a team.

Desirable Sills and Experience:

- Qualified Accountant (preferably CIMA, but other qualifications also considered).
- Management related qualification.
- Project Management related experience.