



Job Title: Finance Business Manager (FTE)

Reporting to: CEO

Direct Reports: Senior Data Officer (FTE)

Job Purpose:

- Executive Leadership Team (ELT) member with responsibility for driving change across the organisation to deliver more efficient and effective financial processes and performance across all of the charity and trading subsidiary activities.
- Oversee the end-to-end finance operations and drive continuous improvement in the accounting processes.
- To produce, analyse, report and forecast charity financial data ensuring that the CEO, Board of Trustees and Executive Leadership Team receive timely, accurate and relevant information to be able to plan and make effective decisions.
- Drive performance through quality data analysis contributing to the continuous improvement of IT and data systems.
- To provide professional business support to budget-holders ensuring financial control and effective decision-making through financial, operational, and business evaluation and analysis.
- Ensure financial probity and compliance with all required financial legislation and regulation.

Key Accountabilities:

Financial Control

1. Drive strong financial control and considering financial priorities for the charity. Provide accurate and timely business information to the CEO to inform decisions.
2. Produce quarterly management accounts and cash flow forecasts to present at Board meetings Reporting on financial allocations made between the charity and its trading subsidiaries including a KPI dashboard.
3. Prepare and deliver smooth year-end statutory accounts and taxation reports ensuring that the charity complies with all legal, charitable and company requirements (following FRS102), working closely with the auditors. File statutory accounts with the Charities Commission and Companies House.
4. Oversee the provision of the payroll function to ensure accurate and timely payment of salaries and relevant reporting and documentation, working with Human Resources.
5. Work with ELT to ensure excellent database support across the organisation and take responsibility for General Data Protection Regulations (GDPR).
6. Maintain awareness of developments in the field of management accountancy ensuring the continued provision of high-quality professional service.
7. Supervise the performance and development of reporting staff to ensure that the overall objectives of the organisation, and their individual objectives are achieved.

Operational partnering

8. Support and guide budget holders to prepare the annual budget, monitor expenditure against budgets and advise budget holders of any significant variances.
9. Play a key role in the development of financial and performance data software implementation, as per an IT strategy and plan to deliver the charity's aims.

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10. Lead on finance risk management and opportunities throughout the year and play a key role in the data risks and opportunities, helping to identify potential actions to mitigate risks and fully exploit opportunities.
11. Provide support for business cases, project planning and grant applications, overseeing financial data and providing monitoring information for funders.
12. Participate in other charity initiatives, working groups and undertake other duties as required.

Person Specification

Education and Qualifications

Essential

Qualified with either Chartered Institute of Management Accountants or Association of Certified Chartered Accountants.
GDPR trained.

Desirable

Qualification in computer science, business management or related field.

Experience

Essential

Third sector financial experience in an environment with both commercial and voluntary income.
Experience in supporting a fundraising environment, including medium to long term forecasting and trend analysis.
Experience using Sage 50 Cloud Professional or similar.
Experience of producing and filing statutory accounts with Charities Commission & Companies House.
Able to work independently and using own initiative.

Desirable

Experience in supporting and training budget holders.
Working knowledge of financial benefits from Customer Relationship Management systems (e.g., Salesforce).

Skills and Knowledge

Essential

Knowledge of all relevant regulatory reporting requirements e.g., Charity SORPS.
Working knowledge of Value Added Tax for charities with trading subsidiaries.
Business ability to forecast, analyse and present financial data to inform business decision-making.
Knowledge of GDPR, data administration and management functions.

Behavioural Competencies

Entrepreneurial and Commercial Thinking	Presenting and Communicating Information
Analysing and Problem-Solving	Writing and Reporting
Adhering to Principles and Values	Leading Change

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