

JOB DESCRIPTION

Job Title:	Finance Manager
Responsible to Whom:	Chief Financial Officer
Responsible for Whom:	Finance & Administration Officer Finance Officer

Purpose of the Job

The Finance Manager will be responsible for managing the Centre's day-to-day financial processing, systems and reporting, and supporting the Chief Financial Officer (CFO).

As part of the finance team, who work closely and support each other where necessary to deliver the Centre's financial objectives and balance workload, this new role will be involved in all aspects of the finance team's work.

The Finance Manager will play a key role in developing the Centre's finance systems and procedures, understanding and addressing risks, and developing and implementing financial strategy and policies.

To inform reporting and help support the Centre's decision making and strategy, the Finance Manager will build strong working relationships with all Centre colleagues, develop an excellent understanding of the Centre's activities and provide support to leadership in all departments.

Responsibilities and Duties:

Finance & Management

- Manage the Centre's day-to-day financial systems, controls, processes and reporting
- Coordinate and/or oversee work related to the delivery of the day-to-day transaction processing and accounting tasks
- Manage the Finance & Administration Officer and the Finance Officer and support their learning and development
- Oversee and perform (when required) the monthly payroll and pensions processes and associated reporting
- Manage the day-to-day requirements of the Centre's pension and DIS schemes
- Prepare period/year-end financial reports and oversee or carry out the period/year-end processes
- Play an active role in the annual budget process

- Manage the Centre's budgets in liaison with the departmental budget holders
- Preparation of ad-hoc financial reports
- Manage day-to-day relationships with the bank and credit card provider
- Manage the Centre's health and dental insurance schemes and oversee the annual P11D reporting
- Play a key role in the annual accounts preparation and audit process in conjunction with the appointed accountants and auditors to ensure statutory accounts are produced within the required deadlines
- Manage, coordinate and carry out (where required) the reporting required to fulfil and comply with regulatory and legal requirements including taxation, accounts and annual reporting (i.e. Companies House, Charity Commission, HMRC, ONS etc.)
- Manage the annual distribution of the Author Royalties in liaison with colleagues in the publications team and at Yale University Press (YUP)

CFO Support

- Assist the CFO with financial strategy and planning, monitoring, management and reporting, including management, development and implementation of policies, systems and processes
- Work with the CFO to maintain and monitor financial controls, implement best practice and identify and address financial risks
- Deputise for the CFO when required
- Assist the CFO with other tasks including:
 - preparation of the annual budget reports and financial documentation for the Board of Governors meeting
 - risk management policies, procedures and documentation
 - periodic lease negotiations
 - management of PMC insurance policies including renewal and mid-policy amendments and liaison with insurance brokers

Projects

- Manage and coordinate planned finance projects (including a review of finance IT systems and potential accounting system move)
- Contribute to Centre-wide projects (including review of IT systems and records management review)

Other

- Maintain and develop finance, accounting and financial systems knowledge
- Collaborate and build good working relationships with all colleagues and help support their financial understanding and awareness
- Liaise and work with relevant contacts at Yale University and Yale University Press

- Build strong working relationships with external stakeholders and consultants
- Assist with supplier contract negotiations where required
- Maintain appropriate records in line with GDPR
- Assist with the development of finance-related HR policies

Person Specification

Essential Skills and Competences:

- Qualified (ACA/ACCA/CIMA) accountant or possess equivalent experience
- Experience of managing a finance function including: people management and motivation; experience of leading small teams; identifying priorities; and setting and meeting deadlines
- Highly motivated and organised with an ability to establish priorities and work flexibly and effectively, both as part of a team and independently
- Previous management experience with a focus on developing and training staff
- Significant experience of Sage 50 and Sage payroll
- Intermediate/advanced Excel and the ability to manipulate and analyse data
- Ability to present financial information in an accessible format to colleagues from all areas
- A proactive, flexible and self-motivated approach to work, with a collegiate, collaborative and consistent approach
- Ability to work accurately and the ability to review and check work done by others
- Professional and respectful interpersonal skills and the ability to communicate effectively with colleagues (financial and non-financial) at all levels and in all departments

Desirable Skills and Competences:

- Experience of implementing new financial accounting software
- Experience of mentoring accountancy students
- Experience in the arts or publishing sector and/or within the charity sector is beneficial but not essential. We would like to see applications from capable candidates of all sector backgrounds