

Identifying Facts

Job Title:	Finance Manager
Service Sector:	Finance
Organisational Relationships:	Reports to Head of Finance
Line Manages:	Finance Officers
Qualification Requirement:	CCAB Accredited Qualification

Job Purpose

- To manage the Finance Officers with responsibility for the key functions of cash management, payables, receivables and vat.
- To Produce statutory accounts to audit readiness.
- To develop and maintain financial systems.
- To support the production of monthly management accounts, annual budgets and forecasts.
- To support the operation of the organisation's payroll functions
- To support the Head of Finance in maintaining sound financial management.

Major Tasks

1. Develop and maintain financial systems
2. Staff management
3. Prepare annual statutory accounts
4. Support the Finance Business Partners on matters affecting Payroll and Management Information.
5. Oversee the organisation's cash management processes

Main Activities

Develop and Maintain Financial Systems

Develop and maintain financial systems for the organisation to enable it to plan and manage financial resources and comply with its statutory financial reporting obligations.

Oversee the operation of the ledgers by the Finance Officers ensuring systems are established and in place to pay suppliers and expenses and to bill funders for services provided.

Oversee the maintenance of the Fixed Asset Register to ensure that all items are recorded and depreciated in line with the organisation's policies.

Calculate and review VAT returns, tax repayments and Gift Aid claims prior to issuing returns to HMRC.

Create and maintain disaster recovery plans for the department including requiring the systematic backup and retrieval of information whether electronic or hard copy.

Create and maintain appropriate departmental and organisational policies and procedures.

Define periodic monitoring and ad-hoc spot checks to be conducted by departmental staff to ensure that systems and policies are being applied by services and departments. Take action to address identified system or policy issues.

Direct & support operational and departmental staff in the application of financial policies and procedures to ensure that statutory requirements (eg VAT, PAYE) are met

Staff Management

Directly line manage the Finance Officers taking necessary steps to ensure their activities are appropriate to their abilities and skills; take action to provide support (e.g. training, professional development), set standards and address any shortfall.

Conduct Staff Supervision and Review meetings in line with the organisation's HR Policies.

Prepare statutory annual accounts

Prepare the organisation's annual accounts ensuring that they comply with all appropriate accounting standards.

Liaise with the organisations Auditors.

Support the Finance Business Partners

Support in the management of Payroll by the Finance Business Partner. Ensure systems are established and in place to pay staff and third parties (e.g. HMRC, pension provider) on time and in accordance with statutory and regulatory obligations.

Support the production of the monthly Management information reports by the Finance Business Partners ensuring timetables are met.

- Review the content of the monthly reports and amend where necessary.

- Review variance analysis comparing actual outcome to budget and highlight areas of concern to Head of Finance.

Review Fund Reports to highlight those charitable funds i.e. Restricted, Designated, Unrestricted, are being properly used and meet funder and statutory compliance.

Support the development of Budget & Forecasts by the Finance Business Partners.

- Assist Corporate Services budget holders in drafting their budget.
- Assist Executive with formal review of submitted draft budgets.
- Consolidate service and departmental budgets into a total organisation budget for Main Board approval.

Oversee the organisation's Cash management processes

Manage the organisation's cash reserves to maximise interest, minimise bank charges and meet all bank requirements.

Review reports showing outstanding debtors and specify the priority to the Finance Officers with regards recovery and actions.

Review and approve all Payroll BACS files ensuring, through sample audits, that payments are valid and have been correctly authorised.

Review and approve all Purchase Ledger and Expenses BACS files ensuring, through sample audits, that payments are valid and have been correctly authorised.

Monitor organisation's cash holding and prepare Cash Flow projections alerting the Head of Finance of any concerns.

Applicable for all roles:

To undertake any other duties related to the responsibilities of the post and which may be delegated by Capability Scotland management.