



Finance Manager Job Description

Title:	Finance Manager
Responsible to:	Chief Finance Officer
Type:	Permanent, Full time
Salary:	Competitive
Location:	Hybrid – WFH/London Office (broadly 3 days a week office base)

BACKGROUND:

We are looking for a highly capable Finance Manager to support our CFO and the wider business, and to take ownership of the day-to-day finance function in a purpose led, fast paced SME.

The successful candidate will be a true finance all-rounder, confident in handling the full breadth of financial operations, from handling daily accounting transactions and reconciliations to management reporting and financial analysis. This role requires you to be organised, thorough, curious about systems and processes, and meticulous in attention to detail.

This role would suit someone who takes pride in getting the core elements of finance absolutely right, but who can step back and provide higher-level financial analysis and reporting that supports decision making. The Finance Manager will be excellent at communication and able to present information clearly and concisely to non-financial colleagues and ensure the CFO and wider Director Team have accurate and timely data.

We are a small team, so it's a hands-on role that requires a proactive approach and ownership, with the ability to balance operating at both a detailed and commercially aware standard.

We are agile and ambitious. This is an environment that moves quickly with values-driven people who are flexible, solutions-focused, and ready to get involved. If you're looking for a varied, meaningful finance role where your contribution will support a bigger purpose and help drive lasting impact, we would love to hear from you.



PURPOSE

To ensure the efficient day to day running of the finance function through accurate accounting records, operational controls and financial reporting. This role is critical to ensuring that finance systems and processes operate effectively, support business objectives, and meet all relevant statutory and regulatory requirements.

KEY RESPONSIBILITIES

Finance Operations

- Maintain and oversee all day-to-day financial operations including sales and purchase ledger, bank reconciliations, cash management and expense processing.
- Manage monthly pre-payment, accrual and payroll journals; maintain fixed asset register.
- Manage receipt platforms information from multiple systems (e.g. Stripe, Shopify, WooCommerce) ensuring smooth processing and accurate account of all incoming funds.
- Reconcile our finance system to ensure all revenue has been accurately recorded and posted appropriately.
- Collate and verify the accuracy of data across multiple platforms to support timely and accurate sales invoicing.
- Monitor aged debtors and proactively manage credit control and debt collection activity, working closely with the client experience team.
- Process deferred income and ensure appropriate allocation across accounting periods.
- Ensure all balance sheet reconciliations are completed as part of the month-end close process.
- Administer the purchase order system, ensuring compliance within internal authorisation processes.
- Review and timely processing of monthly out of pocket and credit card expenses in accordance with expense policy.



Month-End Reporting

- Deliver accurate and timely month-end reporting within set deadlines, ensuring completeness and integrity of data.
- Support the CFO with the preparation of management information and financial insights to support operational decisions. To ensure the CEO has the right level of MI
- Provide ad-hoc financial reporting and analysis as required.

Payroll Processing

- Oversee and coordinate the payroll process, working with HR and our outsourced payroll provider.
- Ensure compliance with HMRC and pension obligations; maintain an awareness of payroll best practice.
- Prepare statutory payments (e.g. PSA, pension contributions) and ensure timely submissions.

Audit and Year End

- Prepare documentation and schedules for our annual audit, liaising with external auditors and support the year-end process.
- Ensure compliance with statutory requirements and accounting standards.

Financial Planning and Budgeting

- Support annual business planning and budget management processes to ensure the accurate recording and monitoring of departmental budgets and forecasts.
- Provide financial services to support sustainable growth and impact, monitoring revenue and expenditure against forecasts, identifying trends and risks.
- Prepare reports on revenue and expenditure to ensure income trends are accurately forecasted.
- Manage cash flow, ensuring potential shortages are communicated to the CFO in a timely manner.



Business Partnering and Internal Support

- Act as the finance point of contact across the organisation, supporting teams with budget tracking, invoicing and supplier onboarding.
- Build relationships across directorates to ensure strong financial awareness and support compliance with financial controls.
- Provide training or guidance on financial processes and procedures as needed.

Continuous Improvement

- Identify and suggest improvements to finance systems, tools and processes to drive efficiency and accuracy.
- Collaborate with the CFO and other teams to integrate and streamline financial workflows across platforms.

General

- Manage shared finance email mailboxes to ensure timely and appropriate responses to internal and external enquiries.
- Maintain professional development and financial knowledge to ensure best practice.
- Undertake ad-hoc projects in support of the CFO and wider finance function.

The above do not necessarily include every responsibility, requirement or skill associated with the role. It is intended to reflect the role currently and the manager and role holder will revise the job description as necessary to ensure the needs of the Institute and its stakeholders are met. This role does not hold authority to act on behalf of the Institute.

SKILLS

- ☐ Detailed working knowledge and effective application of accounting systems, processes, policies, statutory and reporting requirements.
- ☐ Working knowledge of payroll and associated HMRC rules & regulations.



- ☐ Advance knowledge of QuickBooks and Excel
 - ☐ Strong IT skills and a curiosity for how other systems integrate and impact on finance system. (Strong working knowledge of MS suite, Adobe, Salesforce, Payment platforms e.g. Stripe)
 - ☐ Excellent analytical and numerical skills with high accuracy, attention to detail
 - ☐ Track record of system improvement resulting in increased productivity
 - ☐ Qualified ACCA/ACA/CIMA with 3+ years of experience. Qualified by Experience 5+ years
 - ☐ Excellent customer service, administrative, planning, and organising skills
 - ☐ Self-motivated to work on own initiative, manage upwards and develop self
 - ☐ Works calmly under pressure, prioritises workload effectively to meet deadlines and urgent demands
 - ☐ Highly collaborative working style with an ability to build strong relationships with stakeholders (internal and external) including suppliers and business partners
 - ☐ Intentional on self-development and keeping up to date with information pertaining to accounting and business.
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