

Job description

Job title:	Finance Manager
Responsible to:	Chief Executive Officer (CEO)
Duration:	Freelance consultancy, initially on three to six-month basis
Location:	Home-based
Working hours:	1.5 days per month, worked flexibly, while ensuring Board/Committee and organisational deadlines are met
Salary range:	£250 per day

Purpose of the role

- To support the organisation's financial management, including providing sound financial advice to the board of trustees and CEO.
- To provide an effective, efficient and timely financial management service to the charity with responsibility for management and statutory accounting, budgeting and financial forecasting.
- To oversee the annual independent examination/audit process and production of statutory accounts.

Key internal and external relationships

- Fundraising, communications, administration and patient support service colleagues
- Chief executive officer
- Board of trustees
- External suppliers

Main duties

Financial management

- To oversee and support the organisation's financial management systems and processes, ensuring they meet required financial management and reporting standards, and dealing with and making submissions to statutory bodies and regulators, as required.
- To prepare monthly management accounts and supporting analytical reports.
- In conjunction with the CEO, to prepare the organisation's annual budget and long-term financial plans.
- To monitor the cash flow, bank accounts and expenditure against budgets.
- To ensure timely payment of suppliers' invoices.
- To arrange and oversee the independent examination/annual audit, including the preparation of the statutory accounts, submission of final versions to relevant regulators, and appropriate follow-up of any post-examination/audit recommendations.
- To support the Fundraising Team with the financial information required for grant applications, and for reporting on the appropriate use of grant funding.

General

- To participate in staff training, organisation/team meetings and events, as required.
- To comply with the organisation’s health and safety, confidentiality, data protection and other policies.
- To promote equality of opportunity and anti-discriminatory practices.
- Any other duties deemed appropriate by the Chief Executive Officer, subject to time and commensurate with level of responsibility and salary.

Person specification

It is not expected that the successful candidate will necessarily have experience/competency in all the areas highlighted. Antibiotic Research UK is committed to helping individuals develop professionally and personally, and your application is encouraged.

Education, experience and knowledge
<ul style="list-style-type: none"> • Relevant professional qualification (at least AAT or above)
<ul style="list-style-type: none"> • Good knowledge of charity accounting requirements and of the charity SORP.
<ul style="list-style-type: none"> • Strong experience of working with bookkeeping or accounting software (eg, Xero, QuickBooks, Sage) and fundraising databases (as applicable to financial management/accounting).

Skills and abilities
<ul style="list-style-type: none"> • Good communication (oral and written) and interpersonal skills.
<ul style="list-style-type: none"> • Capable of delivering to strict deadlines.
<ul style="list-style-type: none"> • Strong accounting, budgeting and financial monitoring skills.
<ul style="list-style-type: none"> • Ability to produce high quality written reports on financial matters for internal management purposes and for trustees.
<ul style="list-style-type: none"> • Good IT skills and computer literacy, including intermediate or high level Excel skills.
<ul style="list-style-type: none"> • Flexible approach to work and highly organised working practices.
<ul style="list-style-type: none"> • Ability to work as part of a team.