

Role Profile

Role	Finance Manager	Location	Home-based, UK Nationwide
Accountable for	Accounts Receivable Administrator Accounts Payable Administrator Banking and Treasury Administrators Group Finance Administrator	Accountable to	Financial Controller
Core Anchor Level	Support	Travel	Regular travel including to the Northampton office, as well as other locations for team and other meetings
DBS check	N/A	Salary Grade	Circa £36,900 per annum E
Contract Type	Permanent	Hours	35 hours per week

Overall purpose and impact

Core to this role is the supervision, support and general mentoring of the Accounts Receivable Administrator, Accounts Payable Administrator, Group Network Finance Administrator and the Banking and Treasury Administrators, to ensure that each has the appropriate tools, skills knowledge to complete their duties.

The Finance Manager will contribute to building a strong relationship with key external and internal stakeholders.

Further the Finance Manager will be responsible for providing accurate and incisive reports to the management teams covering all four areas of responsibility.

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Responsibilities	Measured through delivery of
To provide support, training and mentoring for all five reports – ensuring that the Administrators are accurately processing all transactions relevant to their role on a timely basis, that all accounts are being reconciled and all issues adequately investigated and reported	Team charter; Directorate charter; Annual objectives
Assist in the maintenance of the weekly Cashflow forecast report, taking steps to improve it's accuracy.	Team charter; Annual objectives
To assist in the authorisation process of payments and transfers.	Team charter; Annual objectives
Work in collaboration with and provide support to the Stroke Support Groups Finance Administrator, Group treasurers and other stakeholders, in developing, implementing, documenting and maintaining banking, accounting and other financial processes for Stroke Support Groups.	Team charter; Annual objectives
Ensure all five reports are correctly applying internal controls and processes in the maintenance of their ledger accounts, processing of invoices and payments.	Team charter; Annual objectives
Monitor Creditor days and complete Supplier Compliance Reports	Team charter; Annual objectives
Monitor the processing of Stroke support group receipts and payments and ensure controls are in place to identify errors and omissions	Team charter; Annual objectives
Administration of Barclaycard Account – dealing with queries and requests and ensuing internal processes are correctly followed.	Team charter; Annual objectives
To monitor aged debt reports and customer accounts and advice and support Accounts Administrator on any additional actions they need to take. To take additional senior actions as required and to keep Financial controller advised of any issues Where needed provide support on reconciling complex debtor accounts	Team charter; Annual objectives
To maintain user manuals and guides (supporting activities such as training where necessary) and communicate with staff regularly using all internal communications channels Identify, design and assist with new developments and improvements to systems	Team charter; Annual objectives
Manage finance email box queries – assess and assign query to appropriate team member, or deal with it directly as appropriate	Team charter; Annual objectives

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Ensure that Payment Practises reports and other ONS reports are submitted on time	Team charter; Annual objectives
To provide additional ad hoc reports and support including specifically VAT and Gift Aid returns, compliance and process testing as requested by the Financial Controller, Management Accountant and other stakeholders in particular to provide support at Month-end, and Year-end with the audit process.	Team charter; Annual objectives
Provide leave cover and support for all five reports if required during periods of leave ensuring that key tasks can be performed during these periods	Team charter; Annual objectives

Person Specification	
Hold a recognised accountancy qualification e.g. AAT level 4 or above (or equivalent) or qualified by experience.	
Demonstrable experience of supervising team members, including setting expectations, monitoring performance and providing constructive feedback.	
Demonstrable experience of motivating, coaching and mentoring team members to achieve objectives and contribute to a positive, supportive working environment.	
Experience of Accounts Receivable, Payable and Treasury functions along with the use of finance IT systems.	
Confident at using Microsoft Office packages and databases	
Demonstrable proficiency in Microsoft Excel, including using lookup functions, SUMIFS and pivot tables to analyse financial data and produce accurate reports.	
Demonstrable ability to communicate complex financial information clearly, accurately and confidently through face-to-face discussions, verbal briefings and email correspondence, adapting the approach and level of detail for both finance and non-finance audiences.	
Can represent and advocate for themselves and their team professionally, working collaboratively and providing practical support to colleagues to achieve shared objectives.	

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The ability to identify and evaluate opportunities for improvement, openness to new ideas and consider the wider organisational impact when making decisions.	
Demonstrable ability to set and maintain high standards of accuracy and compliance, ensuring financial processes and internal controls are consistently followed and addressing any issues promptly.	
Excellent time management and prioritisation skills with a focus on delivery to agreed deadlines	