

# Role Description

## Senior Finance Officer

Support

### Role Summary

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- Assist the CEO and Executives in all aspects of finance activity
- Undertake day to day responsibility for keeping up to date accounts and financial records
- Managing annual budget process and monthly forecasting in liaison with Executives
- Lead the analysis of monthly and quarterly numbers and presenting findings to Executives and the board of Trustees including working capital management and production of cash flow forecasts
- Control annual audit process

### Responsibilities

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#### Finance Oversight and Duties

- Preparation of the Magpas annual budget, liaising with and guiding non-financial departmental heads through the budget setting process
- Maintain accurate financial records for the Charity, ensuring sound financial controls and processes are maintained and developed
- Control the payroll and pension processes on behalf of the charity
- Monitor and control the working capital of the charity, including cash flow
- Produce accurate and timely monthly consolidated management information. This will include a highlights commentary, variance analysis and KPI reporting, trend analysis
- Provide information required by government and other statutory bodies (Charity Commission/Gambling Commission etc)
- Preparation of the quarterly VAT return
- Oversight of Gift Aid reclaims process
- Administration and oversight of Charity invoicing and income generating trading activities
- Responsible for legacy income, ensuring all allocated funds from legacies are received in a timely manner
- Monitor and keep up to date bank mandates, approval limits, powers of delegation framework
- Produce regular and ad hoc financial commentaries as required by trustees and senior management
- Attendance and participation at the Charity Executive Leadership Team (ELT) meetings and Trustee Audit Committee meetings

#### Finance Systems

- Control and reconcile the various bank accounts
- Ensure up to date fixed asset register, ensuring acquisitions and disposals have the correct authorisation and paperwork
- Maintain a register of contracts and agreements including those where gifts in kind and discounted rates/terms have been applied
- Ensure depreciation is correctly calculated and applied by FO to fixed asset register, ensure postings are correctly made within the accounting system
- Manage credit card issuing and individual adherence to limits

#### Finance Compliance and reporting

- Administer the year-end audit process including the preparation of the year end statutory accounts Assist the CEO with yearend accounts preparation and annual Audit
- Develop and integrate automated systems to account for financial transactions

- Monitoring, policing and refining financial policies and procedures
- Responsible for preparing and filing VAT returns and maintaining VAT compliance
- Ensure all financial records and information are compliant with Fundraising Regulator and ICO regulations
- Responsible for all PAYE and NI reporting requirements and payments of any related liabilities
- Remain aware of developments in statutory reporting and charity accounting

The responsibilities of this role will normally include all duties described in this Role Description and any additional or different duties, as may be required from time to time.

## Person Profile

### Qualities, Skills & Attributes

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#### Essential

- Fully qualified accountant (ACA, ACCA, CIMA)
- Produced budgets
- Experience running annual audit
- Excellent organisational and planning skills
- Very high attention to detail and degree of accuracy
- Excellent verbal and written communication skills with experience of presentations and public speaking
- A strong and persuasive negotiator and networker with high level relationship skills
- Ability to communicate effectively with Trustees and key stakeholders
- Ability to think creatively and deliver pragmatic solutions
- Analytical approach to decision making, while including relevant stakeholders to achieve the best outcome
- Ability to take on challenging situations whilst maintaining a systematic approach to solving problems
- Ability to make sound financial and strategic decisions while considering the broader future in the best interests of the Charity, its growth strategies and financial targets
- Resilient and supportive of others
- Responsibility and accountability for project progress, overall activities and requirement, including timescales and costing
- Able to adopt a proactive approach to working with operational teams in order to provide timely and appropriate financial advice
- Ability to work in an organised manner and to be discreet their dealings and hold a high degree of integrity
- A proven ability to deliver multiple projects to agreed timescales.
- Patience, flexibility and the ability to work with tact, diplomacy and integrity

#### Desirable

- Educated to degree level
- Success at creating and managing income generation projects and campaigns
- Experience of maintaining Finance Management Systems and/or databases Xero and Calcxa
- Experience of, or good exposure to, UK company and charity law around financial and statutory requirements for small UK charities