



Finance Manager
Inclusive Boards
Information Pack

Overview

Inclusive Boards is looking to appoint an experienced and enthusiastic Finance Manager to join us in our Nottingham office. We are an Executive Search, Research and Advisory firm looking to appoint someone who can help us drive the business forward.

Who We Are

We are an agency set up to support organisations in efforts to develop more diverse boards and stronger governance structures. Our services include executive search, diversity training, research and advisory. We have worked with some of the largest charities in the UK, including Amnesty International, the Royal National Institute for Blind People (RNIB) and British Red Cross. We have over 60,000 diverse professionals within our network and a reach that expands into communities across the UK.



Through our collective experience we have developed the following for a number boards: diversity action plans, skills matrix, constitutions, strategic plans, governance reviews and more.

A Little History

Inclusive Boards began its work in the third sector, supporting some of the UK's largest charities. Today we have a diverse talent pool of professionals and a reach that expands into sectors and communities across the UK. We have worked with over 150 organisations on board and executive appointments in the STEM, sport, not-for-profit and public sectors.

Evidence shows that in order to ensure diversity of thought and experience is present during decision making processes, it's imperative that there's a diverse leadership team.

Our Services

- Executive Search
- Research & Advisory
- Campaigns
- Diversity & Inclusion Training

Our Mission

To support sectors, organisations and individuals with efforts to be more inclusive and diverse

Finance Manager

Contract Type: Permanent

Location: Nottingham

Reporting To: Managing Director

Start Date: Immediate

Salary: Competitive

Hours: Flexible Basis

About the Role

The Finance Manager is a key member of the Senior Management Team responsible for the day to day accounting and financial management of the company. The post holder will be responsible for budgeting, reporting on the financial performance to senior management.

Core Responsibilities

The Finance Manager will be responsible for:

Financial Accounting

- Maintaining the organisation's accounting system and bookkeeping records, and implementing best practices for financial management
- Ensure the Quickbooks Accounts system is reconciled on a monthly basis – reconciling to bank statements, trade creditors and debtors, and dealing with posting errors, etc
- Post entries on income and expenditure according to the respective cost centres
- Prepare and maintain Fixed Asset module and petty cash accounts on Quickbooks
- Reconcile petty cash and company cards, and prepare expenses reimbursements
- Update and monitor creditors and debtors on weekly basis and submit report to CE for payment sign off
- Make payments of all authorised invoices by BACS, making bank deposits for petty cash and fund transfer for prepaid cards
- Preparation and submission of quarterly VAT returns. This includes ensuring proper VAT accounting scheme is used
- Effectively organise and manage internal and external audits where appropriate.
- Prepare list of requirements for audit at financial year-end and liaise with accountants in producing the financial statements
- Completion and submission of annual audited accounts and Companies House.

Management Accounting

- Work with senior managers to produce quarterly cash flow forecasts for each team and project
- Monitor project budgets against cash flow and draft variance reports
- Produce monthly and quarterly management accounts and fund reports to be distributed to senior management
- Work with the senior management to create budgets for financial year, funding applications and project delivery

- Provide sound financial advice to the Managing Director and other senior management
- Assist with financial aspects of contract negotiations and grant/tender applications
- Coordinate archiving of financial records for audit and data retention purposes
- Provide training to staff on financial management, financial systems and budgeting
- Ensure banking bags and other stationery are replenished, as appropriate
- Be the main point of contact for all finance queries and correspondence
- Coordinate all accounting and taxation services and advice for the Companies
- To undertake other duties, of a similar professional nature, at the request of the line manager

Payroll Administration

- Verifying timesheets and draft calculations monthly salaries
- Adding new employees and inputting pay data into the Payroll System to calculate net pay on a monthly basis
- Assist in carrying out month and year end processes essential for statutory and other returns
- Reconcile all payroll payments to the financial ledger
- Support with pensions and salary sacrifice administration

Please note that this job description serves only as a guideline for your responsibilities and is not a definitive list. As with any small, developing organisation, staff roles can be subject to change to meet new priorities and therefore you may, on occasions, be required to take on other responsibilities as necessary.

Person Specification

Experience, Skills, Knowledge

Essential

- At least five years' finance management experience in a small business working environment
- Extensive experience with financial procedures, such as management accounts, cash flow forecasting and financial reporting; particularly for small businesses
- Track record of managing tight budgets, as well as restricted funding and overhead absorption against multiple income streams
- Strong IT skills including intermediate or advanced knowledge of Excel, Sage 50 Accounts or Quickbooks
- Experience of working with nominal ledger as well fixed asset module, control accounts and reconciliations
- Understanding of VAT and PAYE
- Exceptional record keeping skills, a high degree of accuracy in work practices and the proven ability to pay close attention to detail
- Excellent organisation and time management skills, with a systematic approach to problem-solving
- Excellent written communication skills, including the ability to write accurate and high quality documents as well as other forms of correspondence
- Dynamic self-starter with ability to work under pressure, meet deadlines, and learn quickly
- Ability to deal with sensitive matters professionally and confidentially

Desirable

- A degree in a relevant field (e.g. Economics / Accounting / Finance), relevant certification/accreditation such as AAT or ACCA (at least part qualified)
- Experience using Sage 50 Payroll or Quickbooks
- Ability to extensively manage the finances of a multi-regional organisation
- Knowledge of salary sacrifice schemes and pensions administration
- A general understanding of UK company law and regulatory requirements
- Experience using Customer Relationship Management software.

Competencies and Personal Attributes

Mission and Goals: Is committed to the mission and goal of Inclusive Boards. Is passionate about diversity in the workplace and promoting social mobility of marginalised groups.

Interacting with Others: Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision-making. Defuse potential problems arising from cultural conflict or misunderstanding. Examines own biases and behaviours to avoid stereotypical responses and does not discriminate against any young person or group.

Teamwork: Maintains an open, respectful, and professional approach to others. Carefully consider situations and commit resources where support is required. Maintaining long-term partnerships with others and reinforcing the opportunities and benefits of collaborative working.

Accountability: Is a role-model of accountability, determination and commitment to Inclusive Boards. Systematically identifies and robustly tackles under-performance. Effectively assessing scenarios and making sound business decisions.

Performance: A willingness to go the extra mile and consider ways of doing the job better. Makes attempt to improve knowledge skills and attributes through continued personal development.

Vision: Understands the bigger picture and has the ability to undertake complex analysis and has the intuition to create/suggest new approaches.

Employee Benefits

- 28 days annual leave including bank and public holidays
- Employee recognitions (e.g. awards and vouchers)
- Monthly Company training days
- Socials such as birthday celebrations and team lunches/dinners

Application Process

All applicants should submit a CV along with a supporting statement, of no more than two sides of A4, to wendy.m@inclusiveboards.co.uk

Please include information about how you meet the experience and knowledge criteria detailed in the person specification.

If you would like to talk to someone in our team about the role please send an email to wendy.m@inclusiveboards.co.uk or call 0115 934 8437

Application deadline: Sunday 15th December 2020 at 11.59pm