



Finance Manager Role

Reporting to the Head of Finance, this is a pivotal appointment in the overall financial management of the Institute. The successful candidate will possess excellent accounting skills and the ability to provide technical insight as well as playing a major role in the financial management and the future development of the Institutes Financial/IT systems and internal controls.

SCOPE

The scope of the position includes management and reporting of the ITI's financial affairs; business planning, review and support; treasury; risk; audit and regulatory reporting. The Finance Manager will report directly to the Head of Finance.

The successful candidate will be qualified professional accountant with at least 3 years PQE and possess the following attributes:

- > The ability to lead and inspire a team towards our ambitious goals, as well as exceptional team management skills
- > A strong commercial sense, good business acumen and broad financial experience – knowledge of charity reporting and accounting would be an advantage
- > Experience of defining and implementing financial processes and ensuring effective financial controls
- > Pro-active candidate with a “can-do” attitude who is comfortable interacting at all levels within a business.
- > Strong organisation and problem solving attributes. The successful candidate will be able to act independently
- > Ability both to identify improvements in processes and initiate change resulting in more efficient ways of working and to maintain an environment where this is the norm
- > Strong communication skills, both verbal and written, with the confidence to express clear opinions and ability to explain financial issues to non-financial management
- > Builds relationships well with strong customer service track record

KEY RESPONSIBILITIES

- > Management and development of Finance team including responsibility for supervision and reviews and day to day management of all activities of the Finance function, VAT returns, RTD's, 46G, Bank reconciliations, AP/AR functions and general ledger.
- > Ensure the production of timely and accurate draft monthly Management accounts and reports to strict deadlines including full P&L and Balance Sheet reconciliations.
- > Review payment vouchers and journal entries. Organise payment runs (Creditors and Customer DD's) and management of cashflow and cash reporting.
- > Management and reconciliation of the interaction and integration of the Institute's various IT systems (Enterprise Management System, Business Portal, Forecaster, Website) with the Finance System, Great Plains Dynamics.
- > Assist with the preparation of annual budgets and periodic forecasts.
 - > provide support, advice and guidance to line managers in the development of their budgets
 - > ensure that adequate tracking and reporting systems are in place to report on performance against budget; to explain variances, and to initiate corrective action
- > Provide support, advice and guidance to business managers in the development of business plans to achieve specific objectives consistent with the ITI's strategic objectives
- > Optimise ITI processes to improve accounting, closing and reporting tasks
- > As one of the main points of contact for the external auditors, assist with preparation of year-end accounts for the annual audit and preparation of draft statutory financial statements.
- > Support development of presentation materials for senior management and the Finance & Admin and Audit committees
- > Develop and maintain internal controls and an effective accounting system and policies to ensure integrity and completeness of financial records.
- > Contribute to the development and ongoing review of the ITI's financial, risk and regulatory policies consistent with the overall strategy
- > Assist in implementation of new GP, Enterprise Management System and Website upgrades liaising and providing information to eStrategy Manager and Head of Finance.
- > Involvement in facilities management - maintenance / insurance
- > Involvement in commercial negotiations with suppliers
- > Ensuring that the regulatory and compliance requirements of all statutory bodies are met including but not limited to Revenue, CSO and the Charities Regulator.
- > Assignment and participation in ad-hoc Finance projects and direct support to the Management team.