

Job Description

Title:	Senior Finance Manager
Directorate:	Finance
Responsible to:	Chief Finance Officer
Responsible for:	Assistant Finance Manager
Location:	London

OVERALL PURPOSE

To control and provide information essential to manage the Institute's financial resources and to maintain and control the Institute's financial accounting records in accordance with established UK accounting conventions, including control and payment of salaries. To manage the day-to-day operation of the finance department, including line management responsibility for the Assistant Finance Manager.

KEY RESPONSIBILITIES

1. Provide timely and accurate financial services to the Institute and organisations within the Group, to help ensure the achievement of our goals of sustainable growth and impact.
2. Work collaboratively across The Institute to support the delivery of a culture change in the organisation that puts the customer at the heart of our business.
3. Manage the performance of the Assistant Finance Manager, supporting their development and driving a high performance culture within the team
4. Support annual business planning and ongoing budget management processes to ensure accurate recording, maintenance and monitoring of departmental budgets and forecasts.
5. Create financial reports and status updates to provide accurate and timely financial and management information (including the monthly Management Information Suite) to directors, the CEO and managers, to enable the proactive and effective management of resources.
6. Control, collate and reconcile information from the financial systems to ensure its accuracy and availability for translation into the required format on a timely basis.
7. Monitor revenue and expenditure results against forecast and prepare reports so that future income trends are accurately forecast and issues/risks promptly escalated to the Chief Finance Officer.
8. Under the supervision of the Chief Finance Officer, operate management accounting systems and procedures to ensure required standards and relevant regulations are followed and the assets of the Institute are safeguarded.
9. Manage the accounting for subscription income so that income is maximised on a timely basis.
10. Control the allocations to accounting periods and calculate deferred subscription income to meet required standards.
11. Monitor the Institute's cash-flow and aged debtors to ensure any potential shortages in cash resources are progressed by the appropriate member of staff and communicated to the Chief Finance Officer on a timely basis.
12. Ensure debt collection is managed effectively highlighting any issues to the Chief Finance Officer and where appropriate the Operational Director.
13. Control the calculation and payment of salaries and pensions to required timescales and standards of accuracy are met.
14. Manage the monthly payroll processes, liaising with third party agencies including HMRC and pensions.
15. Keep up-to-date with current legislation with regard to salaries, pensions and financial standards in order to provide relevant advice and information to managers.

16. Reconcile and prepare statutory payments to meet required standards.
17. Prepare and control year end routines to meet statutory requirements, as well as the year end audit process.
18. Manage and record required income to ensure timely and accurate invoicing.
19. Manage the purchase order system and required processes to ensure accurate and timely processing and payment.
20. Communicate and monitor financial authorisation and reporting procedures as directed by the Chief Finance Officer, to ensure compliance and identify where corrective action is required in a timely fashion.
21. Provide advice and support to colleagues to promote the maintenance and development of appropriate financial procedures and systems throughout the Institute.
22. Provide ad hoc management information as requested to support other departments.
23. Undertake ad-hoc assignments in support of the CFO, Director Team and Heads of
24. Department.
25. Act as a member of the Senior Leadership Team (SLT), being an ambassador for leadership and championing a positive and proactive organisational culture.
26. This job description does not necessarily include every responsibility, requirement or skill associated with the role. It is intended to reflect the role currently and the manager and role holder will revise the job description as necessary to ensure the needs of the Institute and its customers can be met.

Authority to act on behalf of the Institute

None

PERSON SPECIFICATION

Core Competencies	
Delivers results	. Takes time to fully understand deliverables before starting the work. Mobilises internal and external resources necessary to achieve results within own and other teams as necessary to deliver goals. Keeps own objectives under review in response to changes. Coordinates effort to ensure clear responsibilities and flexible plans. May supervise others in virtual or project teams
Customer focused	Seeks to exceed the customer's expectations and resolve complex problems or complaints. Develops an in-depth understanding of customer needs and actively seeks customer feedback. Encourages initiatives to improve customer service and satisfaction.
Team worker	Champions own team and their achievements. Exploits team members' individual strengths. Promotes knowledge sharing among the team. May ensure fair allocation of work across the team. Initiates virtual and matrix team-working to achieve objectives. Creates a working environment that positively encourages team working. Exploits a network of contacts within and beyond the Institute for the benefit of ICS and its customers.
Communicator	Undertakes research to obtain information or data about a critical issue or customer. Presents technical information in non-technical language and makes complex ideas or situations clear, simple and understandable. Creates a feeling of participation when presenting. Influences through the use of appropriate language. Is able to influence others through strength of argument.
Planner and organiser	Plans for the medium and long term and sets team / departmental objectives. Considers contingencies and dependencies. Works in a highly

	organised manner and takes the initiative to manage work activities to reach a desired business objective on time, within budget and according to specifications. Sponsors changes and involves people appropriately. Determines and implements tools and technology to increase productivity, and systems to organise information.
Analyses problems and makes decisions	Uses business acumen and organisational knowledge to make well-balanced decisions. Deals with conflicting demands and contradictory information to reduce uncertainty / risk and set priorities. Determines decision-making criteria based on factors affecting customers, employees and the organisation. Challenges interpretations of others. Stays focused on the big picture and overall goals
Perseveres to overcome obstacles	Works collaboratively, creatively and energetically to overcome organisational and other barriers
Innovator/drives change	Collaborates with others on driving new solutions and ways of working. Interprets and clarifies how changes will affect different areas and why. Suggests and encourages new ideas based on current and future requirements. Ensures changes proposed are consistent with longer term goals of the organisation.
Develops self and others	Works collaboratively with less experienced individuals to help them improve a skill, learn new information, get up to speed on a new task, or handle a new or challenging activity or role. May act as a coach or mentor to other employees. Gives considered feedback.
Builds credibility and trust	Communicates a clear and complete picture of the situation without holding back negative information. Identifies mutual points of interest among groups or individuals, to gain commitment or cooperation.
Knowledge	<ul style="list-style-type: none"> • Detailed working knowledge and understanding of financial accounting systems, procedures and statutory accounting and reporting requirements. • Working knowledge of payroll and associated HMRC rules & regulations. • Working knowledge of Institute's employment policies and procedures • Commercial awareness
Skills	<ul style="list-style-type: none"> • Good analytical and numerical abilities • Excellent administrative and planning skills • High accuracy and attention to detail and quality • Works calmly under pressure, prioritises workload effectively to meet deadlines and urgent demands • Self-motivated to work on own initiative and with minimum supervision when required • Effectively applies knowledge of statutory accounting, reporting and payroll requirements • Good people / performance management and motivational leadership skills • Highly collaborative working style • Credible and able to build strong relationships with stakeholders (internal and external) including suppliers and business partners • Challenges and influences to ensure the customer is at the heart of decision making • Good customer service skills • Maintains a high level of functional knowledge and applies it effectively • Strong IT skills including SAGE accounting & Payroll

	<ul style="list-style-type: none"> • Microsoft Office competency levels: Advanced Excel and Powerpoint, Intermediate Word
Attitudes	<ul style="list-style-type: none"> • Lives The Institute's values • High integrity • Proactive and solution-oriented • Seeks best practice
Experience	<ul style="list-style-type: none"> • Managing and monitoring budgets • Cash-flow / treasury management • Developing and reporting against KPIs and budgets in line with long term strategy.
Education/Professional Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Fully Qualified Accountant (ACCA/CIMA)