

THE TAVISTOCK INSTITUTE

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Finance Manager
REPORTS TO: Head of Finance
LOCATION: Tavistock Institute – London offices

THE ROLE OF FINANCE MANAGER: OVERALL JOB PURPOSE

To provide a comprehensive financial and management accounting function to the Institute and support the Head of Finance in management of the Institute's finances

THE ROLE OF FINANCE MANAGER: WORK CONTEXT

The Finance Manager is responsible for the accurate and timely execution of the day-to-day tasks and overall management of income and aspects of the general ledger. S/he will work closely with the other members of Institute staff to ensure accurate information on Institute projects and operations is available. Attention to detail and a methodical approach are essential to this role.

PRINCIPAL ACCOUNTABILITIES

1. Responsibility for the sales cycle
 - To ensure timely and accurate production of all sales invoices
 - Monthly reconciliation of debtors ledger
 - Effective credit control procedure
2. Preparation of quarterly VAT return and annual review
3. Accounting software
 - To ensure all entries are made promptly and accurately
 - All balance sheet accounts to be reconciled on a monthly basis
 - To ensure optimal use of Aqilla Accounts and other software and to recommend changes to/development of the software as appropriate to meet the needs of the organisation
4. General ledger
 - To update the Work In Progress system each month; produce and review relevant reports for monthly WIP meeting
 - To manage the fixed assets register
 - To make regular monthly entries to support production of management accounts – accruals, depreciation, etc
5. Project finances
 - To support project managers in the preparation of project budgets
 - To produce monthly project reports and discuss with managers at monthly reviews
6. Forecasting
 - To assist in the preparation of the annual budget and revisions during the year
7. Management accounts
 - Preparation of monthly management accounts
8. Statutory accounts
 - Preparation of the statutory accounts
 - Preparation of the supporting schedules for the audit file
9. General
 - Ensure financial records are maintained accurately and in a way that allows easy and quick retrieval of information.

CORE SKILLS AND EXPERIENCE REQUIRED

Essential

- At least at least 5 year's accounting experience
- Qualified or part-qualified
- Excellent technical accounting skills; able to demonstrate a thorough understanding of key financial principles
- Good working knowledge of accounting software packages, Microsoft Excel and other Office applications.
- Excellent communication skills, both oral and written; ability to communicate financial information and analyses clearly to a non-financial audience.
- Understanding of and commitment to equal opportunities and the ability to apply this to the work of the post
- Experience of SORP/Companies House accounting regulations
- Knowledge and experience of partial exemption VAT systems

Desirable

- Working knowledge of Aqilla Accounts or similar
- Working knowledge of Sage payroll software
- Experience of staff management
- Experience of project accounting
- Knowledge and experience of payroll preparation and Inland Revenue rules
- Knowledge and experience of European funding and reporting

PERSON SPECIFICATION

- Projects a confident and professional manner.
- Ability to think strategically, solve problems and identify the need for changes in policies and procedures
- Is dependable, self-managing and willing to exercise initiative and judgement and make decisions.
- Excellent organisational skills; able to manage a busy and varied workload and to prioritise and delegate tasks effectively; remains calm under pressure.
- Is able to work flexibly to ensure continuity of operations.
- Excellent inter-personal skills. Co-operative with, and supportive to, fellow staff, and is able to work flexibly and effectively as part of a team.