Job Description

Job Details

**Job title:** Senior Finance Manager

**Reports to:** Finance & Operations Director

**Direct reports:** Finance Manager, Finance Officer, Senior Finance Coordinator

# Purpose of Job

The Senior Finance Manager is a new role that has been created due to the continued growth of Trees for Cities. The individual will manage the finance team, holding responsibility for the general ledger and for ensuring finance processes and procedures are followed. They will build strong relationships with other teams in the organisation through the provision of high quality financial information, business partnering and support with finance related matters. They will lead on preparing internal and external financial reporting.

# Key Accountabilities and Responsibilities

* **Month end –** manage month end procedures, ensuring the team complete all tasks to timetable. Perform P&L and balance sheet reviews as well as the preparation and review of various reconciliations to ensure the integrity of the data in the finance system.
* **Management accounts** – Lead the preparation of financial reports and meet with teams to review actuals and forecasts on a quarterly basis. Assist in preparing financial board papers.
* **Income recognition** - Become familiar with major funder grant agreements and apply the correct income accounting treatment to each grant. Work proactively to identify any new income streams and ensure that they are treated appropriately. Engage with the development, corporate and IG teams to allocate, defer and accrue income.
* **Cash management** – responsible for cash management, including overseeing the administration of bank accounts, preparing reporting on cash balances, and forecasting cashflows/requesting cash transfers to optimise interest returns.
* **VAT** – ensure the correct VAT treatment is applied to income and expenditure, carry out the partial exemption calculations and review VAT returns.
* **Balance sheet closes** – Lead the preparation of the extended trial balance, prepare/collate associated schedules/reconciliations and identify adjustments to be made as necessary.
* **Year end** – Lead the year end statutory accounts preparation and audit process.
* **Planning** – work with teams to input into the annual budget setting process.
* **Finance system management (iplicit) –** Set up users appropriately, manage workflows and carry out any required adjustments to settings. Review updates to the system and implement them if needed. Be the main liaison point with the iplicit support team.
* **Line management** – Manage the finance team, ensuring they are supported through regular 1 to 1 meetings and the performance appraisal process.
* Maintain and update the **financial policies and procedures document**, ensure relevant processes are documented and take a proactive approach to continuously improve processes.
* **Build solid working relationships** with senior managers and key budget holders and be responsible for **training and assisting staff** in finance related matters, such as income treatment, VAT, inductions and finance system queries.
* Other duties as requested by the Finance & Operations Director

# Person Specification

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| --- | --- | --- |
| **Specification** | **Essential** | **Desirable** |
| Qualified accountant (ACA, ACCA, CIMA or equivalent) | **x** |  |
| Experience of working in a busy finance department with responsibility for similar tasks | **x** |  |
| Experience and knowledge of accounting systems | **x** |  |
| Excellent working knowledge of Microsoft Excel | **x** |  |
| Works effectively as part of a team, and is willing to provide support to colleagues | **x** |  |
| Ability to manage a complex and varied workload | **x** |  |
| Self motivated and able to prioritise and time manage effectively, working to targets and deadlines | **x** |  |
| Good attention to detail | **x** |  |
| Approachable, helpful and an excellent communicator | **x** |  |
| A positive and proactive approach, and the ability to cope with flexibility and change as Trees for Cities develops | **x** |  |
| Strong ethics, with an ability to manage confidential data | **x** |  |
| Eligible to work in the UK | **x** |  |
| Experience of working within the not for profit sector |  | **x** |
| Knowledge of VAT rules, including partial exemption |  | **x** |
| An active interest in the natural environment and desire to fulfil Trees for Cities’ mission |  | **x** |

All employees have a duty under the Health & Safety at Work Act to ensure that their working environment is free of hazards that may prove injurious to themselves, their colleagues, and all those engaged in the charity’s activities. Trees for Cities’ office is a no-smoking environment; all staff have a responsibility to keep the office clean and welcoming.

Occasional weekend and/or evening work may be required, particularly during the planting season (October to March), for which staff receive time off in lieu (TOIL).

This job description is not exhaustive and is liable to review following discussions with the post holder. The post holder will be expected to undertake any other reasonable duties as requested by his/her manager.

Trees for Cities is committed to the principles of equal opportunity. We value diversity and are committed to promoting diversity within the workplace. We aim to ensure that our employees achieve their full potential and that all employment decisions, including recruitment, are taken without reference to irrelevant or discriminatory criteria. A full copy of our Equal Opportunities Policy can be provided on request.

# Staff Benefits

* 29 days annual leave in addition to public holidays
* Annual half day birthday leave
* Pension: Employees are required to make a minimum 3% contribution with Trees for Cities’ making an enhanced 5% employer’s contribution. Trees for Cities also offers the option to match additional contributions up to a further 2%.
* Parental Leave: Enhanced Maternity Pay
* Enhanced Occupational Sick Pay: 3 days full pay during probationary period which increases to 10 days full pay after successful completion of probation (pro rata for part time staff and staff on fixed term contracts)
* Company Paid Healthcare with Simply Health
* Staff Socials (annual Staff Appreciation Day and End of Year Celebration)

Once salaried employees (permanent or fixed term) have successfully completed their probationary period, they are entitled to the following additional benefits:

* Professional development training budget
* Moving day allowance (up to one day per year in addition to their annual leave entitlement)
* Cycle to Work Scheme
* Employee Volunteering Day (one day)
* Career breaks in addition to annual leave linked to length of service.

Please note we are unable to provide visa sponsorship for this role, you must therefore have a valid right to work in the UK to apply to this role.