

## JOB DESCRIPTION

<b>Job Title</b>	<b>Finance Manager</b>
<b>Department</b>	<b>Finance</b>
<b>Responsible For</b>	<b>2 Staff</b>
<b>Job Grade</b>	<b>3</b>
<b>Salary Range</b>	<b>Circa £45,000</b>
<b>Reports to</b>	<b>Head of Finance</b>

### Job Purpose:

To support the Head of Finance with preparation of management and statutory accounts in line with month and year end timetables. To improve and further develop the financial reporting and controls for Propertymark and any other entities in the group. To support the business with providing effective, efficient and timely financial information in order to facilitate informed decision making.

### Main Duties and Responsibilities:

- Provide robust and accurate financial reports in a timely manner to support the Head of Finance and the Senior Management Team
- Assist the Head of Finance with the preparation of the Statutory Accounts and liaise with external auditors in order to facilitate this.
- Lead on the month end process and management accounts to ensure that they are produced by the 10<sup>th</sup> working day of the month.
- Work with Budget holders and members of the Senior Management Team to ensure that the management accounts are produced and reflect the financial requirements of the company.
- Assist the Head of Finance with the production of the annual budget and reforecasts in the year. Monitor departments performance against budgets and identify issues and opportunities early and work towards resolution with departments.
- Supervise all areas of banking and work to ensure that all banking arrangements are managed in the most cost effective and secure manner.
- Manage the organisation's cash position.
- Ensure that all HMRC requirements and payments are correctly treated and dealt with in timely manner.
- Oversee the capital accounting and fixed asset accounting processes ensuring that the assets of the company are safeguarded.
- Take lead responsibility in the correct authorisation and coding of purchase invoices working closely with the Accounts Assistant and Departments to ensure good financial governance over the organisation's purchasing.
- Ensure that financial controls are robust including but not limited to the monthly reconciliation of all balance sheet accounts highlighting and resolving issues found.
- Ensure the integrity and accuracy of the General Ledger and Accounting Systems at all times.

# propertymark

- Reconcile the Finance system with other software packages that feed into it. Identify and resolve and reconciling items.
- Respond to ad hoc queries and requirements as required by the Head of Finance and Senior Management Team.
- Line management of direct reports so that they can continually improve and enhance their performance.
- Ensure that you and your team uphold and advocate the values and behaviours of the organisation and support Propertymark in achieving it's aims and objectives.
- Support and guide members of the finance team and the wider organisation to help them to navigate and understand finance processes.

## **Key working relationships:**

- Head of Finance and Finance Team
- Head of Operations
- Departmental managers
- Auditors
- Bank / HMRC

## **Job Requirement / Skills**

- Previous responsibility for preparing management accounts and controlling month end processes
- IT literate and competent in Microsoft Office Applications
- Advanced Excel user
- Experience of adherence to strict financial controls and deadlines
- Ability to deliver on multiple projects under pressure and meet deadlines
- Demonstrate the ability to manage workload and manage time effectively.
- Highly effective communication skills
- Proactive and innovative approach to workload
- Working knowledge of VAT and how it applies to partially exempt organisations
- Strong analytical skills and ability to prepare concise and accessible financial summaries

## **Education / Experience:**

- Qualified or near completion in studies (ACCA/CIMA/ICAEW/CIPFA)
- Proven experience in a senior financial position
- Sage (not essential)
- Not for profit sector advantageous but not essential