



<b>Job Title:</b>	<b>Finance Manager</b>
<b>Reports to:</b>	<b>Director of Operations</b>
<b>Job Location:</b>	<b>AGBIS Head Office, Welwyn, Hertfordshire (flexible working considered)</b>
<b>Job type:</b>	<b>20 hours per week</b>
<b>Salary range:</b>	<b>Full time equivalent of £45,000 to £55,000 (dependent on qualifications and experience)</b>
<b>Benefits:</b>	<b>30 days annual leave (pro-rata) and access to pension scheme with AGBIS employer contribution of 10% of salary</b>

#### **The Role:**

Applications are sought for the position of Finance Manager at AGBIS. The position is intended as a part-time post and the specific working hours will be agreed with the successful candidate.

This is a critical role supporting the smooth running of our finance function. To be successful in this role you will need to be self-motivated, discreet and enthusiastic. You should be professional, organised and have strong analytical skills and numerical skills.

#### **Application process:**

Completed applications are to be submitted by email to Rachel Cooke, Director of Operations at: [ops@agbis.org.uk](mailto:ops@agbis.org.uk) consisting of:

1. A covering letter/supporting statement (maximum of 1000 words) outlining how you meet the eight core skills and competence listed in the person specification, with examples relating to your proven experience.
2. An up-to-date CV, including salary levels, plus the names and contact details of two professional referees (all referees will need to be current or former line managers).

**Closing date:** Friday 7<sup>th</sup> June 2024

**Interview date:** w/c 17<sup>th</sup> June 2024 (to be held in Welwyn, Hertfordshire)



**Key duties and responsibilities:**

- Working for and to the Director of Operations to deliver the following:
  - Monthly management accounts
  - Quarterly VAT returns
  - documents as required for the annual audit
- Work with the Director of Operations to develop and implement effective and appropriate Finance policies and procedures which meet legal requirements, reflect good practice and enable the organisation to achieve its objectives
- Maintaining the sales ledger, including inputting sales invoices, credit control, setting up new sales customer accounts etc.
- Maintaining the Purchase Ledger, including inputting invoices, weekly BACs runs, direct debits, setting up new purchase supplier accounts etc.
- Reconcile financial statements on a weekly basis, identify and address discrepancies
- Reconcile batch payments for internet card sales
- Manage late payments
- Process staff expenses
- Support the payroll process
- Undertake such other duties appropriate to the grade and character of work as may reasonably be required, including the specific duties of similar or lesser graded posts

**Person specification:**

<b>Knowledge and experience</b>	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>• Formal accounting qualification</li> <li>• Minimum of two years' experience working in a financial environment</li> <li>• Experience of designing, implementing and managing finance processes</li> <li>• Experience of delivering month end processes and reporting</li> <li>• Experience of using computerised finance packages (Xero, Sage or similar)</li> <li>• Up to date knowledge of current trends and practices relating to charity finance and good knowledge of double entry bookkeeping</li> <li>• Excellent IT literacy, especially in use of spreadsheets</li> <li>• Resilience and sense of humour!</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working within a school, membership association or the wider third/voluntary/charitable sector</li> <li>• An understanding of how schools work and of the UK independent schools' sector</li> <li>• Understanding of governance compliance and risk roles</li> </ul>
<b>Core skills and competence - Essential</b>	
<ol style="list-style-type: none"> <li>1. Strong analytical and numerical skills demonstrating an ability to identify and react to emerging issues</li> <li>2. Excellent organisational skills, together with the ability to work in a busy environment and to meet deadlines</li> <li>3. Discreet and enthusiastic; able to work on own initiative, as well as the ability to get on well with people within a small team environment</li> <li>4. Good communication skills</li> <li>5. A strong collaborative and professional approach with the ability quickly to build and maintain strong working relationships</li> <li>6. Good standard of literacy and effective written communication skills for preparing financial reports</li> <li>7. Ability to deal with a demanding workload which will include conflicting demands on time</li> <li>8. Good working knowledge of using MS Office to a competent level within an office environment, especially Excel, MS Word, Outlook.</li> </ol>	