

FINANCE MANAGER

JOB DESCRIPTION

Grade: 8 (£40,322-£42,792)

Responsible to: Chief Executive Officer

Responsible for: Assistant Finance Manager, Finance Assistant, Finance Administrator

Functional Relationships: Finance Sub-Committee Chair (Trustees), Senior Leadership Team, Company Board of Directors, Operations Managers.

Organisation Purpose

The Students' Union mission is "To represent, inspire and support our members to proactively shape an outstanding student journey"

Our finance team aim to do this by deploying the Union's financial resources appropriately and sustainably. This means ensuring value for money from our purchases and investments, transparency of activities to our membership for review and accurate and timely management information to inform effective decision making. In doing so we can ensure that impact is maximised and required resource minimised- supporting our financial sustainability.

Our Finance Strategy has been developed so as to ensure the best possible allocation of resources for our membership and reporting that supports our students and staff in being able to ask appropriate questions and make effective decisions:

Value For Money

The Finance Team will ensure that the Students;' Union, through its purchases and investments, obtains the best possible value for money- evaluating alternative suppliers, alternative products, payment and ownership options- in order to best deploy our resources and ensure the greatest impact for the membership.

Transparent

The Finance Team will prepare reports for the membership that provide a transparent overview of to the organisations' spending and revenue generating activities, that can be easily understood by persons unfamiliar with financial reports and accounts.

Supports Effective Decision Making

The Finance Team will ensure that the appropriate systems, processes, procedures and policies are in place to ensure efficient and timely reporting and accurate management information to support Students' Union staff in their decision making.

Purpose of the Role

The post holder will be required:

- To ensure that financial recording, reporting and forecasting procedures are in place and operating effectively for The University of Northampton Students' Union and its wholly-owned subsidiary, Northampton Students' Union Services Limited.
- To provide sound financial advice to the Trustees and the Chief Executive.
- To act as company secretary to the charity and subsidiary company, working closely with the Chair of the Trustee Board, Board of Trustees, Board of Directors and the Chief Executive.
- To be an active member of the Senior Management Team.

Strategic Priorities 2018-21

Student Wellbeing 1 (SW1)	Developing and delivering a range of services and programmes that responds to the needs of our student membership-supporting students out of isolationist behaviours, supporting them in their transition to University life and addressing their mental wellbeing whilst studying at Northampton
Student Wellbeing 1 (SW2)	Comprehensively promoting the Students' Union, University and trusted strategic partners' support services such that students understand what support is available to the and how it can be accessed alongside communications that look to address the stigma associated with open conversations around issues of student wellbeing and mental health.
Student Wellbeing 1 (SW3)	We will look to develop bystander intervention training and techniques among our student leaders and volunteers to enable them to support their peers and the broader Northampton community in an impactful way, through issue identification, intervention and signposting to professional services.
Academic Experience 1 (AE1)	Building a representative team that reflects our values. That is transparent and enables our members to see what work is being undertaken and what changes are being made. That fosters honest, constructive and respectful conversations that proactively shape the organisation's position on student issues. That is accessible to and reflective of our diverse student membership. That champions best practice and success in addition to advocating for change.
Academic Experience 2 (AE2)	Delivering an ambitious programme of training and development opportunities that provides students with the skills, knowledge and confidence they need to effectively advocate for their peers and inspires them to create meaningful change at course, programme, subject and faculty level.
Academic Experience 3 (AE3)	Working collaboratively, in partnership, with the University of Northampton in the development, design and delivery of student programmes, initiatives, events and resources that support students to grow and achieve their ambitions. Contributing to all discussions on student matters of importance and cementing our position as the definitive voice of the student body.
Academic Experience 4 (AE4)	Articulating student expectations to the University and, in partnership with the institution, defining clearly the quality standards our members can expect from their time at Northampton with respect to teaching, academic services and support.
Student Opportunities 1 (SO1)	Creating opportunities for students to demonstrate and develop their leadership and team working skills, alongside a comprehensive leadership training programme and clear development pathway for students to progress.
Student Opportunities 2 (SO2)	Embedding soft skill development within all student opportunities that enables our membership to become confident contributors to society.
Student Opportunities 3 (SO3)	Supporting students in the identification, recording and articulation of the skills they have learnt through their involvement with Students' Union opportunities.

Principal Duties and Responsibilities of post-holder

Role/responsibility
To produce annual financial statements for the limited company, consolidated accounts for the charitable group, and to arrange for their audit, filing and distribution.
To prepare and submit corporation tax and VAT returns as required, taking specialist advice as necessary.
To assist the CEO in production of strategy documents and associated forecasts, annual budgets and forecast revisions and other forecasts or analyses of performance as required for both internal and external use
To supervise the maintenance of appropriate accounting records and ensure timely production of management information for the charity and limited company in a format and frequency directed by their trustees/directors
To assist in the development of policies and procedures for the charity and limited company, including, but not limited to, those affecting risk management and financial controls
To make recommendations on the finance policies owned by the respective boards, including, but not limited to Reserves Policy and Investment Policy.
To supervise the payroll and ensure that payments and returns to the HMRC are completed as required, including monthly RTI. To ensure that all pension requirements are fulfilled in a timely manner
To be the 'keeper' of personnel records. Such records to be kept in a confidential manner and in line with relevant Data Protection Laws and internal Data Policy.
To act as Company Secretary for the trading company.
To ensure that relevant financial returns are provided to all external bodies (HMRC, Charities Commission, Companies House etc.) in a timely manner
To line-manage the Finance Team and undertake all related tasks (appraisals; staff development etc.)
To complete action for, and provide relevant information to the Operational Finance Committee.
Take a lead on the development of new financial systems and controls across the organisation if required.
General Ledger
<ul style="list-style-type: none"> • Manage the Sage Finance system; • Preparation of monthly management accounts; • Preparing and posting of general ledger journals; • Ensuring fixed asset additions are processed in accordance with policy; • Processing of general ledger payments and receipts; • Complete monthly bank reconciliations; • Monthly management account adjustments and reconciliation to control accounts; • Routine control accounts checks
Purchase Ledger
<ul style="list-style-type: none"> • Reviewing purchase invoices for correct cost, account and VAT coding, checking to budgets checking invoice, checking to budget and ensuring authorised as per the financial signing limits; • Liaison with budget managers, staff and external suppliers to resolve queries in relation to payments; • Assisting when required with payment runs; • Monitoring outstanding creditors & investigating credit balances; • Preparing and posting of journals; • Reconciling purchase ledger accounts to supplier statements; • Credit card reconciliations; • Ensuring internal and external finance procedures are followed; • Run purchase ledger reports from Exchequer as required; • Advising Finance Manager on Accounts Payable issues
Sales Ledger and Credit control
<ul style="list-style-type: none"> • Assisting with the processing of Daily Banking Sheets, detailing income from commercial venues and Union clubs & societies;

- Enter sundry bank receipts, including income collected via web (MSL and Union Cloud systems) such as club and society membership fees, card receipts, interest and other income;
- Raise sales invoices e.g. for sponsorship and event income;
- Completion of sales ledger and customer account reconciliations;
- Update sales ledger customer account and cashbook as and when income is received;
- Liaise with customers regarding any queries sales invoices;
- Monitor aged debtors and actively manage the recovery of debt, liaising with budget holders and customers, and keeping a record of communications;
- Run sales ledger reports from Exchequer as required;
- Advising Finance Manager on Sales Ledger and credit control issues

Clubs and Societies

- Process journals as requested, including allocation of Union grants to individual clubs and societies;
 - Facilitate regular reporting for clubs and societies;
 - Be the main point of contact for clubs and society budget holders, including assisting in resolving any queries.
- To undertake other tasks delegated and required by the company

To contribute to the overall effectiveness of the Union

- Attending all meetings and training events as required, providing reports where requested.
- Ensuring that statutory and legal obligations are met.
- Ensure our financial sustainability by adhering to all financial procedures and processes of the Students' Union.
- Promoting the Students' Union's various policies within your work, in particular Health & Safety, Equality & Diversity and Ethical & Environmental.
- Contributing to the positive image of the Students' Union with students, the University and the local community.
- Be clean, tidy and professional in appearance, wearing identification and (where stipulated) a uniform, which will be clean and ironed.
- Working with the team, to provide mutual support, and ensure a full service is maintained at all times, providing cover as necessary.
- Be flexible in your approach to work, able to work at any site as required, and unsocial hours as required in order to meet organisational objectives and projects.
- Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives and supporting your own development by taking part in training opportunities as agreed by the Students' Union.
- Such other duties and project as may be reasonably prescribed by the Union, appropriate to the grade and responsibilities of this post.
- It is important to know that you will be expected to participate in any training programme considered relevant to your job. The Students' Union expects all staff to participate and take ownership of their induction, personal review programmes, departmental staff meetings, training, and networking opportunities.
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.

PERSON SPECIFICATION

Finance Manager

Attributes	Criteria	Essential	Desirable	Assessment Methods: • Application Form • Interview • Assessed Exercise • Presentation
Qualifications	Educated to degree level	X		Application Form
	AAT Qualified Accountant	X		Application Form
	Charity accounting qualification		X	Application Form
Skills, Knowledge and Experience	3 years post qualification experience	X		Application Form, Interview
	5 years post qualification experience, with experience in commercial or charity sector		X	Application Form, Interview
	Accounts preparation (statutory & management accounts)	X		Application Form, Assessed Exercise
	Payroll and Pension auto enrolment	X		Application Form, Interview
	VAT (as applicable to charities)	X		Application Form, Interview
	Corporation Tax (as applicable to charities and their subsidiaries)	X		Application Form, Interview
	Understanding of the specific financial needs of the charity/not-for-profit sector (including SORP; fund accounting etc.)	X		Application Form, Interview
	Experience of implementing systems and control procedures	X		Application Form, Interview
	Advanced spreadsheet skills;	X		Application Form, Interview
	Competent in use of standard office packages (spreadsheet; word processing; database; presentation software) and accounting software	X		Application Form, Presentation
	Experience of staff management	X		Application Form, Interview
	Able to communicate financial information to non-financial colleagues at all levels	X		Application Form, Presentation