



## Job Description

Post: Finance Manager

Responsible to: Chief Executive

Responsible for: Finance staff, student staff and volunteers as required

Hours: 1.0 FTE

Location: LSE SU

## Purpose

1. Responsible for the overall financial management and business reporting for the organisation, developing controls, policies and procedures as required.
2. Working with the Chief Executive and wider SLT, lead on setting strategic financial goals for the organisation and take a proactive part in developing our performance function.
3. Working with the Chief Executive, to provide high quality strategic advice to the Board of Trustees regarding the long term future of the organisation.

## Key Responsibilities

### Service Delivery

- Head the finance function, ensuring an effective, responsive and proactive service is provided across all departments.
- Ensure internal finance controls and records are maintained throughout the organisation in accordance with legislation and best practice.
- With HR (and an outsourced payroll provider) ensure delivery of accurate monthly payroll and pension function.
- Prepare monthly management accounts for financial and non-financial audiences, half year reforecasts and full year end accounts in a timely manner.
- Lead the annual budgeting process in consultation with the Chief Executive.
- Provide regular training and support to all key budget holders, to enable them to proactively manage the financial resources and performance in their areas.

- Manage the Accounts Payable and Receivable functions
- Complete and deliver operational information/payments to HMRC, National Statistics and other government and regulatory bodies as required including pension & VAT returns.
- Have an understanding of cash flow forecasting and treasury management.
- Work with colleagues from across the organisation to develop and implement financial processes and procedures that best fit their needs/requirements.
- Continuously develop relationships with external suppliers, auditors, HMRC and the University's Finance departments.
- Act as the main point of contact for the appointed auditor and be responsible for the preparation of records and reports for the annual external audit.
- Ensure the effective management and cross-function delivery of service for all staff within the finance department.
- Conduct appraisals and ensure development plans are in place for the team.
- Work with and mentor elected students in their work, in particular Sabbatical Officers and Student Trustees
- Lead activities and projects across the organisation, ensuring collaboration between teams. Work with colleagues to identify additional revenue streams and ways to reduce costs that can fund the further development of the Students' Union.

## **GENERAL DUTIES**

In addition, all staff have the following general duties in their job descriptions:

- To deliver and develop targets outlined in the Union's strategic plan.
- To contribute and assist in the Union's planning processes and the review of its performance and systems.
- Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
- To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
- To undertake your own typing, filing, photocopying etc.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
- To take ownership of, their Induction, Personal Review Programme, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students' Union.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Freshers and welcome festivals and any other key event, including elections, if necessary. Staff are expected to portray a positive image, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.

- Where you are required to work with volunteers you must support and manage them appropriately in line with the Students' Union volunteer policy.
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- Any other tasks that would be deemed suitable within this role as directed by line manager.

## Person Specification

Hold, or be working towards professional finance qualification(s) e.g. AAT, CIMA, ACCA	Essential
Good general education, including GCSE Maths and English at Grade C or above, or equivalent	Essential
Demonstrable senior experience managing the finance function within an organisation of comparable size and complexity, acting as a senior manager as part of wider leadership team	Essential
Particular experience with management accounting	Essential
Presenting to, supporting, or sitting on a board of directors/trustees	Essential
Experience of line management	Essential
Developing new financial systems and controls, particularly utilising digital techniques, with a passion for using technology to streamline services	Essential
Excellent IT skills, including the ability financial software and other programmes to produce quality management information, monitor performance and support decision-making	Essential
Ability to lead programmes of change, working across an organisation and engaging with a range of stakeholders	Essential
Knowledge of key relevant legislation particularly relating to charity accounts, VAT, payroll and pensions	Essential
Ability to work well under pressure, to be flexible and adapt to changes in priorities	Essential
Ability to influence and negotiate with stakeholders at all levels	Essential
Ability to think strategically and gain commitment to a clear vision and mission, and deliver results	Essential
Exceptional communication and presentation skills, with an ability to communicate ideas, issues and procedures successfully at all levels	Essential
Desire to work within a democratic student led environment	Essential
Understanding and commitment to equal opportunities	Essential
Demonstrably high standards of personal integrity, in particular confidentiality	Essential
Flexible approach to fluctuating demands	Essential