

<b>Job title:</b>	Finance Manager
<b>Location:</b>	Remote worker.
<b>Salary:</b>	£50K pro rata
<b>Contract type:</b>	0.6FTE, fixed term for four years in the first instance
<b>Reports to:</b>	Chief Executive
<b>Other regular relationships:</b>	Finance and Grants Co-ordinator
<b>Overall purpose of job:</b>	To develop and implement the society's financial strategy, including a review of the reserves and investment policies. To carry out all bookkeeping activity leading to the creation of the quarterly management accounts and budgets. To oversee the financial accounts and maintain SfAM's awareness of, and compliance with, changes to the financial legislative and regulatory environments.

### **Main tasks & responsibilities**

The Finance Manager is a professional expert with in-depth subject matter expertise. This role is responsible and accountable for providing a full, responsive and effective financial service and support to the Society and will be relied upon for their professional advice and opinion. Advising those at a senior level, the Finance Manager will be a credible presenter of data, analysis and insight with the ability to communicate and influence senior management. The Finance Manager is accountable for the provision of accurate financial data, analysis and insight to the Finance, Audit and Risk Subcommittee and Executive Committee of trustees, enabling effective decision making and thus supporting the strategic goals. The data, analysis and insight encompass financial budgeting, forecasting and recommendations, and management accounts.

The Finance Manager will network to identify financial trends, legislative changes and opportunities for the organisation and bring these forward and develop policies as appropriate. The Finance Manager will manage complex and sometimes unprecedented issues, using business knowledge and professional know how to propose viable solutions. The Finance Manager is responsible for advising on and proposing and implementing improvements to ensure full compliance with UK and any other relevant accounting standards and taxation laws.

### **Development and implementation of the Society's Financial Strategy**

In collaboration with the Chief Executive, Treasurer and other relevant stakeholders, to develop and implement the Society's financial strategy, ensuring:

- Preparation and delivery of a 5 year financial strategy that aligns with the wider organisational strategy and delivers financial sustainability

- Effective networking, personal contact, event attendance aimed at developing excellent relationships with contacts in relevant charity finance communities will be required
- Benchmarking strategic objectives against other organisations within the Charity Finance Group and other third sector member organisations

### **Management of the Society's Accounts**

To ensure the operational requirements of the Society's publishing function are met, by:

- Deliver the monthly management accounts with appropriate analysis, insight and supporting narrative identifying actions required and proposing solutions to issues. Ensure that reporting formats and media consider and address the needs of their audiences.
- Develop and support budget holders in analysing their relevant budgets and their contributions to the management accounting processes.
- Develop and deliver ad hoc reports, analysis and insights as necessary.
- Provide costing data and analysis for external funding bids and proposals.
- Provide data, analysis and insights non-financial business performance data and ensure that this is accurately incorporated into business management toolkits and dashboards etc.

### **Creation of budgets and forecasts**

- Plan and prepare the draft budget for the year ahead for the Society and its subsidiaries, within the parameters set by the Chief Executive. This will include the 'mid-year' forecast and regular forecast updates and narratives.
- Analyse and provide insight and recommendations on significant matters, proposing changes and progression. You will support and advise the Chief Executive and Treasurer through the budgeting process to sign off as well as supporting functional budget holders.

### **Financial Accounts**

- Deliver and present the year-end Accounts figures, in liaison with the Auditors, including supporting narratives for the Society, including analysed trial balances, consolidation adjustments and lead schedules.
- Manage most of the working relations and due deliverables with the Society's auditors. As necessary, make recommendations on appropriate business relations and partnerships.

### **Other:**

- Ensure that payments are made only within approved limits. The FM is accountable for VAT Returns, PAYE Returns and returns to the pension providers.
- As FM it is your responsibility to ensure and demonstrate that the highest standards are always applied and that timebound transactions (however undertaken) occur to schedule. Your communications and interactions with employees and stakeholders will also be of the highest standard.
- Ensure the accuracy and integrity of all financial data, however held and that any software and systems employed or commissioned to support the function is fit-for-

purpose. You will ensure that the financial data and systems are integrated with other SfAM systems and data as necessary or participate in developing such interfaces.

- Ensure that all procedures and processes have adequate internal controls and comply with all protocols and legislative directives. You will educate and support others in compliance with controls. You will keep up to date with developments in this area and ensure best practice is always evolving and applied as you deem fit.
- Although not a direct report, you will support and develop the Finance and Grants Co-ordinator so that they have the necessary training, skills and support to undertake the processing of invoices, expenses and payments and generally understand and support the administration of the finance function. You will provide training and support to all budget holders.
- You may also be asked to undertake other reasonable duties as required and directed by the Chief Executive to ensure the effective function of the SfAM team and secretariat are undertaken.

### **Personal responsibilities:**

To ensure the following:

- That you present a professional image at all times, both in the office and to clients and to be an ambassador for SfAM.
- That you understand the consequences of your actions for SfAM and to actively share responsibility with the Chief Executive, Trustees and Managers for the success of SfAM.
- That you treat all colleagues fairly, working according to the principles of equal opportunity as outlined in the Staff Handbook.
- That you are willing to work in excess of usual working hours when the balance of the company's work or allocated responsibilities requires this - we do not expect excessive working hours, rather we require flexibility when there is a clear benefit to SfAM and this will usually be compensated with time off in lieu.
- That you are aware of basic employment and health and safety law.
- That you are compliant with all legal requirements relevant to your role.

### **Team participation responsibilities:**

To ensure the following, that you:

- Understand SfAM's objectives and your own personal objectives.
- Can explain the expectations of your role and the measures of success.
- Attend one-to-ones on a regular basis to ensure your individual objectives are clear and up-to-date.
- Help and support new staff into their new role as appropriate.
- Take ownership of work and contribute to making decisions.
- Are a team player by supporting your colleagues as appropriate.
- Seek to continuously improve performance by learning and developing new skills and keeping up to date with latest developments in the sector.
- Undergo appropriate levels of coaching, development and support when needed; helping to identify your own:
  - Development needs
  - Development activity
  - Expectations as a result of the development activity
  - Actions to support the development activity

- Performance against business objectives as a result of the development activity

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## Job advert

This is an exciting opportunity for a finance professional to lead in the development of the financial strategy of a global learned society.

The Society for Applied Microbiology is one of the world's leading microbiology societies and a champion for the application of microbiology, its practitioners and an international community of members. Our five internationally recognised journals are committed to peer review integrity, upholding the highest standards in disseminating authoritative scientific information.

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### Experience / skills required:

- Fully qualified with CIMA, ACCA or similar or part-qualified and studying towards final level, full qualification
- Charity Accounting
- VAT partial exemption
- Preparation of budgets, year-end forecasts, management accounts, year-end accounts
- Finance software (Xero), excel, word, online banking for business
- CRM knowledge
- Improvement of processes, including integration of systems

We are committed to drawing on a wide range of knowledge and experience and strive to maintain diversity in all areas of our work (BAME, career level, disabilities, gender). For more information on the Society's commitment to diversity and inclusion please see our [position statement](#).