



## Job Description

<b>Job Title</b>	<b>Finance Manager</b>
<b>Purpose</b>	Managing the finances of the organisation <i>Bookkeeping, financial management and reporting for ILC-UK, ILC-UK Services Ltd and the European Nutrition for Health Alliance</i>
<b>Reports to</b>	Director
<b>Direct Reports</b>	n/a
<b>Key Areas of Responsibility</b>	Financial management

### Main Responsibilities

1. Bookkeeping, financial management and reporting for ILC-UK, ILC-UK Services Ltd and the European Nutrition for Health Alliance including: VAT returns; processing invoices; reconciliation; dealing with financial paperwork and filing.
2. Production of management accounts cash-flow forecasts, annual accounts and annual returns (working with treasurer and external accountant).
3. To manage debtors and chase of payment of invoices
4. To work with the SMT to monitor all costings for bids, projects and core budget.
5. To work with the Treasurer to ensure the organisation's funds are invested correctly and to support the Auditor in his work.
6. To ensure expenditure is approved and in line with the core budget and to take appropriate steps to ensure the Charity is protected from risk.
7. To ensure adequate presentation and reporting to the Board on the financial progress of the Charity.
8. To ensure all necessary information is submitted to Companies House, Charity Commission, HM Revenue & Customs and all other regulatory bodies which the organisation is bound by.
9. To prepare, monitor and approve all project contracts.
10. To ensure the Trustee Board complies with Charity Commission guidance for financial management.
11. To implement, maintain and update ILC-UK's financial policies and procedures.

### Measures of Performance

Good, timely and accurate production of financial accounts



Timely invoicing and payments

Positive feedback from colleagues

Audits with few matters needing attention and projects delivered within budget.

### **Key Skills**

- Essential: Minimum of AAT accounting qualification or studying towards a professional qualification, e.g., ACCA, CIMA or similar.
- Essential: Experience of and confidence with using accounting software packages
- Essential: Knowledge of not for profit organisations and small companies' statutory reporting requirements.
- Essential: Ability to work independently in a highly-pressured environment and to tight deadlines in a small team.
- Essential: Strong written and oral communication skills.
- Essential: IT literate including Microsoft Office.
- Essential: Experience dealing with confidential matters.
- Essential: Able to demonstrate the links between finance information and relevant business needs/uses.
- Desirable: Working experience of Sage Line 50, undertaking VAT returns and reporting to Companies House and the Charity Commission.
- Desirable: Experience of dealing with all aspects of financial management in a small charity setting, including budget management.
- Desirable: Knowledge of Charity SORP and financial requirements of charities
- Desirable: A good understanding of VAT
- Desirable: Able to demonstrate the links between finance information and relevant business needs/uses.