

**Job Title: Finance Manager**

**Reports to: Finance Director**

**Responsible for: No direct line reports**

**Salary: c.35-40k, commensurate with experience**

**Location: The Poppy Factory, Richmond, Surrey**

**Hours: Full time, 37.5 hours a week**

**Key Purpose of the Role**

Working closely with the Finance Director, to improve and develop The Poppy Factory financial procedures and controls.

To support the Finance Director in review of financial reporting in the Poppy Factory to achieve improvements in impact and managers insight and understanding of the business performance.

To be responsible for producing the monthly management accounts, preparation of the annual budget and supporting budget holders as required with budgeting, costing and financial analysis

To provide support to the Finance Director in preparation of the Poppy Factory’s annual report and accounts.

To provide support to the Finance Director in delivery of finance projects to improve the Poppy Factory business performance.

**Main Duties and Responsibilities**

* To review the existing financial procedures and controls and develop The Poppy Factory Finance Manual.
* To be responsible for ensuring the balance sheet reconciliations are properly completed and signed off.
* To prepare and improve monthly management accounts developing to reflect changing organisation needs including regular forecasting.
* To support budget holders and senior managers with management information and analysis, delivering insight that links financial reports to business strategies.
* To support the fundraising function with bids and grant applications ensuring figures are accurate.
* To ensure that funds received are properly monitored and accounted for in respect of recognition and any restrictions.
* To prepare the annual budget for the organisation including income and cash flow projections, working with budget holders and senior management to ensure comprehensive and credible revenue and capital budgets are prepared.
* To develop regular cash forecasting to support better use of cash resources.
* To prepare the annual accounts in accordance with latest accounting standards.
* To provide support to the Finance Director for the annual external audit and preparation of Annual Report and Accounts.
* To prepare the Poppy Factory payrolls
* To prepare and pay pension contributions to group personal pension provider including new starters and leavers.
* To provide support to the Finance Director in development and delivery of finance projects to improve the overall Poppy Factory business performance.
* To provide guidance and support to less experienced members of the Finance Team and non-Finance managers undertaking coaching/briefing/induction on finance procedures and regulations as appropriate.
* To contribute as a member of the Finance team to the development of the finance function to support continual improvement in the service delivered to the Poppy Factory.
* To undertake line management of agency staff or others as delegated by the Finance Director.
* Support and manage any volunteers in accordance with the Volunteer Handbook and in liaison with the Volunteer Manager.
* To undertake other duties as appropriate taking account of the nature and scope of the role.

**General**

* To work in accordance with The Poppy Factory policies and procedures.
* To work in accordance with The Poppy Factory values and demonstrate through own behaviour in the workplace good equality and diversity practices.
* To undertake training and development as required and demonstrate a commitment to own professional development.

**Person Specification**

**Essential Desirable**

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| --- | --- |
| **Education/Qualifications**  |  |
| Minimum ‘A’ Level standard  | BA/BSc in accounting or business related subject |
| Significant progress to completing professional accounting qualification ACA, ACCA, CIMA or equivalent  | Professional accounting qualification ACA, ACCA, CIMA or equivalent |
| **Experience**  |  |
| Experience of working in a finance department focussed on delivering a service to the whole organisation | Experience gained within the charity/not for profit sector |
| Significant experience of meeting deadlines for the production of management accounts |  |
| Experience of creating and improving financial processes and controls |  |
| Experience of preparing financial reports and analyses for senior management teams |  |
|  | Experience of VAT treatment for Charities |
|  | Experience of delivering a finance service to a remote/dispersed workforce |
|  | Experience in delivering briefings/training to non-financial managers |
|  | Experience of supporting funding bids and fund accounting |
| **Knowledge/Skills** |  |
| Up to date accounting knowledge and awareness of financial issues and regulations | Knowledge of the charity accounting regulatory framework  |
| Superior mathematical skills with the ability to analyse and interpret financial information quickly |  |
| Strong attention to detail |  |
| High standard of IT literacy including MS Office applications and accounting software.  |  |
| Advanced level Excel with aptitude for creating and manipulation of data in a multi spreadsheet environment  |  |
| Excellent interpersonal skills with ability to engage effectively with people at all levels |  |
| Effective at communicating financial information to non-finance managers and staff |  |
| Strong critical thinking and problem solving skills |  |
| Good understanding of data privacy standards |  |
|  | Knowledge of payroll processes |
| **Attributes** |  |
| Strong ethics demonstrates honesty and integrity |  |
| Resilient and tenacious in approach to challenges  |  |
| Comfortable working in a diverse environment |  |
| * Self-starter, strives to achieve excellent results
 |  |
| Empathy with needs of the Poppy Factory’s client group |  |
| Acts as a role model and leads by example |  |

**Company Information**

The Poppy Factory is an independent charity which was founded in 1922 with the object of providing paid employment opportunities for disabled ex-Servicemen and women. A factory was established in Richmond to make poppies and other commemorative items to achieve this purpose. The products are sold under special arrangements to The Royal British Legion.

Whilst the charity continues to provide paid employment through its Factory for disabled ex-Servicemen and women, it also facilitates paid and meaningful employment opportunities for wounded, injured and sick (WIS) ex-Servicemen and women throughout England and Wales, via its community based employability service. We can also provide assistance in Northern Ireland.

This is an excellent opportunity to join The Poppy Factory at an exciting period of expansion in its activities supporting veterans. We hope you are inspired to join us in our important and exciting work to create a world in which every workplace values disabled veterans.

**How to apply**

To apply for this position please prepare your CV including a covering statement clearly outlining how you meet the criteria in the person specification detailed above. The closing date is midnight, **28 January 2018** with interviews anticipated to take place in week commencing 5 February 2018.

For an informal conversation about the role please contact Ken Bisset, Finance Director on 020 8939 1824.

[Click here to apply](https://poppyfactory.has-jobs.co.uk/finance-manager-london/185517/0/apply)

**Benefits, terms and conditions**

The Poppy Factory aims to be a model employer and offers equitable terms & conditions of employment and a range of enhanced benefits, as outlined below:

**Salary:** All our salaries are benchmarked based on the requirements of the job description and comparable roles in the charity sector. Salaries are subject to annual review.

**Hours of Work:** Unless otherwise stated, contracts are normally offered on a full time basis, 37.5 hours a week, Monday to Friday.

**Location:** The Poppy Factory, 20 Petersham Road, Richmond, Surrey TW10 6UR (or home based if applicable).

**Contract:** unless advertisement states otherwise all posts are offered on a permanent contract (subject to completion of a six-month probationary period).

**Pension:** on completion of three months service staff will be auto-enrolled into the Poppy Factory occupational pension scheme offered by Standard Life. Contribution rates on auto-enrolment are 1% employer and 1% employee (via salary sacrifice). Staff may choose to increase their contribution rate to either 2.5% or 5%. The Poppy Factory will contribute double the rate i.e. 5% or 10% respectively.

**Annual Leave:** Full time staff entitlement is 24 days per year with 1 day’s additional leave on completion of 3, 4, 5 and 9 years’ service (i.e. to a maximum of 28 days) plus 1 day in lieu of Armistice Day plus public holidays.

**Reservists Leave:** Staff who are members of the Reserve services are entitled to five days paid leave to support their reservist activities.

**Life Cover:** Life insurance cover of 3x annual salary.

**Employee Assistance Programme**: 24 hour/365 days confidential service offering a wide range of advice and support.

**Family Friendly:** Enhanced parental benefits (subject to meeting statutory requirements).

**My Work/Life Benefits:** Childcare vouchers scheme (via salary sacrifice), cycle to work scheme, and access to our benefits portal offering a wide range of discount vouchers and promotions for high street shopping, restaurants, experiences and days out.

**Equality, Diversity and Inclusion**

We are committed to equality, valuing diversity and promoting inclusion within our workforce, including the volunteers who give their time to us. We work to maintain an environment where the needs and aspirations of all employees are met, irrespective of characteristics protected under the legislative framework of the Equality Act 2010. We expect everyone to understand and accept their personal responsibility to recognise and value differences and the unique contributions that people make to the way we deliver our work.

As an equal opportunities employer our commitment is to take positive measures to recruit people from underrepresented groups, and we actively encourage applicants from diverse backgrounds. As a Disability Confident employer, we offer a guaranteed interview for any job applicant with a disability who meets the essential criteria for the role. Please indicate in your application if you wish to be considered under this scheme. We are also happy to discuss reasonable adjustments to the application or interview process to accommodate disabled candidates.

We are a family friendly employer.