

**ABF THE SOLDIERS' CHARITY
JOB DESCRIPTION**

Job title: Finance Manager	Responsible for: Finance Officer	Responsible to: Director of Finance
---	---	--

Primary Role.

The Finance Manager will produce accurate and timely monthly reports and provide financial support and training to all budget holders.

Key responsibilities

The Finance Manager will be responsible for the analysis and support for various management information.

Accounting & Reporting

- Review and analyse all income and expenditure on a monthly basis. Make the necessary adjustments and prepare the monthly Management Accounts.
- Manage the day-to-day accounting and reporting functions for the trading subsidiary company.
- Manage the Purchase Order system and train new users.
- Assist with the preparation of the annual budget and quarterly forecast for the Charity.
- Produce quarterly VAT return and review partial exemption calculation.
- Regular review of the charity's Cash Flow projection.
- Involved with the preparation of the year end statutory accounts and audit file of the charity and the trading subsidiary.

Support to non-finance staff

- Key business partner with Central Fundraising managers to provide sound financial and business advice.
- Support the Central Fundraising team in planning and co-ordinating cash collections and banking of monies raised at functions.
- Investigating with budget holders, variances from budgets and analysing potential problems. Making appropriate recommendations and advising on the impact on the charity.
- Meet monthly with Director of Regions to review regional activities.
- Attend the Merchandise committee meeting and support with sales analysis of the web shop.

Controls and procedures

- Reconciliation of income on Iris Exchequer with Fundraising database – Raisers Edge.
- Following established procedures and policies and, with the guidance of the Director of Finance, improving systems and controls surrounding all aspects of the charity's financial management.

Secondary Role

- To provide guidance and arrange necessary professional development for Finance Officer.
- To provide cover for the Finance Officer who is responsible for purchase and sales ledger.
- To serve as cover for the Senior Finance Manager as and when required.
- To complement the work of other finance staff.
- To utilise automated practices wherever possible to maximise efficiency and minimise administrative duplication.
- Any other duties that may be reasonably requested, commensurate with ability and experience.
- This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.

Qualifications & Experience

- Recognised professional qualification (e.g. ACCA, ACA or CIMA) with a thorough practical understanding of management accounting principles and techniques.
- Minimum of 3 years post qualification experience.
- Advanced level of proficiency on MS Excel (covering the use of lookups, pivot tables and macros) and Word (covering the preparation of documents and reports).
- Good working knowledge of Raisers Edge or similar CRM solutions.
- Experience of working in a national charity will be desirable.
- Excellent working knowledge of accounting software, preferably IRIS Exchequer.

Skills and abilities

- Strong financial, analytical and management reporting ability.
- Good time management and communication skills.
- The ability to manage multiple tasks simultaneously.
- The ability to work as an effective and flexible team member.
- A commitment to producing high quality work.
- Willingness to accept ad-hoc work requests.
- A mature, proactive and diplomatic approach.