



## Finance Manager

At Beatson Cancer Charity we support and enhance the treatment, care and wellbeing of current, former and future cancer patients and their families. We work in partnership with the NHS, The Beatson West of Scotland Cancer Centre and all related facilities. We also offer the wider community a unique opportunity to contribute to the fight against cancer in the broadest possible sense.

We are seeking an experienced, organised, positive **Finance Manager** to manage the day-to-day financial recordkeeping of the charity and its subsidiary trading company, ensuring timely, accurate and complete financial accounting & reporting. This role also provides high quality management information and support to BCC's Director of Finance & Corporate Services and other managers. The Finance Manager is a full-time, permanent, and salaried member of staff.

### **Key tasks and Responsibilities**

#### 1. Accounts System

- Ensure efficient, timely and accurate maintenance of the financial records of the charity and trading company
- Maintaining the finance system, chart of accounts and finance function timetables
- Responsible for the Purchase ledger, Sales ledger & fixed assets register.
- Manages the purchase order system, purchase ledger and associated payments and supplier statement reconciliations.
- Ensures Grant payments are made in line with award conditions
- Ensures income is recorded accurately and appropriately.
- Maintains restricted reserve records.

#### 2. Line Management

- Management of two staff responsible for purchase ledger, bank reconciliations, balance sheet reconciliations and management information

#### 3. Management Reporting

- Produce timely accurate and relevant monthly management accounts information of the charity, trading company, including commentary on significant areas and variances from budget.
- Provide analysis on regular and ad-hoc issues to assist planning and decision making.

#### 4. Cash and Treasury Management

- Responsible for day to day cash & treasury management, including cash flow forecasting, bank reconciliations and recording investment movements.

#### 5. Controls and Procedures

- Following established procedures and policies and, with the guidance of the Director of Finance & Corporate Services, improving systems and controls surrounding all aspects of the charity and trading companies financial management.
- Ensure a strong control environment through all financial management activities.

- Suggests improvements to policy, and once approved disseminates and implements policy changes.
6. Audit
    - Lead on the annual audit process, liaising with the external Auditors and providing information requested.
  7. Month End, Year End and Statutory Accounts
    - Preparation of regular year end reforecasts highlighting expected variances from budget, remedial actions taken and recommendations for further actions if appropriate.
    - Managing the month and year-end processes including accruals, prepayments and other balance sheet reconciliations including intercompany accounts, grant commitments and reserves management.
    - Preparation of draft statutory accounts for the group and trading company, including consolidation of group companies.
  8. Payroll
    - Oversee the payroll process
    - Liaise with the HR team and external payroll bureau to ensure timely accurate payroll payments.
    - Reconcile payroll accounts
  9. VAT
    - Produce the quarterly group VAT return
    - Annually review the partial exemption calculation
  10. Budget
    - Assist the Director of Finance & Corporate Services in preparation of the annual budget and long term budget projections.
    - Work with budget holders to review performance against budget and monitor the overall organisations finances to ensure we are operating within the agreed budget.
  11. Support for non-finance Staff
    - Provide financial support and training to budget holders and income generating staff,
  12. Support for the Director of Finance & Corporate Services
    - To support the Director of Finance & Corporate Services in all other financial management and administration matters including statutory and regulatory reporting.
  13. Other Duties
    - To automate processes wherever possible to maximise efficiency and minimise administrative duplication.
    - To strive for continuous improvement throughout the finance area.
    - To develop the awareness and perception of the charity whilst protecting its reputation.
    - Manage external contracts for the finance area
    - To support and complement the work of other departments where there is a financial element to their activities

#### **Essential Candidate Criteria**

- Recognised professional accounting qualification, CCAB or equivalent.
- Thorough practical understanding of management accounting principles and techniques.
- Strong experience in applying IT to financial management processes.

- Experience of preparing management account including variance analysis and commentary.
- Experience of preparing financial reports for Board of Trustees.
- Knowledge and experience of working in a not for profit environment.
- Experience of managing staff and leading a team.
- Ability to plan and manage workload with rational prioritisation of tasks and to deliver time-critical results in a dynamic working environment.

### **Desirable Candidate Criteria**

- Experience of working with and reporting from Sage 50 Accounts
- Experience of ThankQ fundraising database
- Good knowledge of VAT legislation

### **Person Specification**

- Strong interpersonal skills and the ability to build strong relationships at all levels and across diverse business teams .
- Ability to work under pressure and to deadlines whilst maintaining attention to detail.
- Self -motivated with a positive attitude.
- A flexible and non-judgemental approach.
- Excellent interpersonal and communication skills.
- Confident, friendly and with a smart appearance.
- Professional and committed to the vision, mission and ethos of the charity.

### **Terms & Conditions**

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| <b>Salary:</b>   | <b>circa £35,000 per annum dependent on experience</b>   |
| <b>Hours:</b>    | <b>Monday to Friday 9am-5pm with a break for lunch. Flexible working arrangements are available.</b> |
| <b>Holidays:</b> | <b>40 days</b>   |
| <b>Pension:</b>  | <b>7% employer, 3% employee</b>  |
| <b>Contract:</b> | <b>Permanent</b>   |

Beatson Cancer Charity is an Equal Opportunities employer and is committed to employing a wide range of employees who are reflective of the diverse community that we support.

[www.beatsoncancercharity.org](http://www.beatsoncancercharity.org)

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