

**JOB DESCRIPTION – BUSINESS MANAGER**

Responsible for: Business and Finance Administrator

Responsible to: Chief Executive

Salary: £50,000 Pro Rata

Weekly Working Hours – 28 over Monday to Friday

**Main Responsibilities**

Working in the accountancy and finance department, you are responsible for the preparation of management accounts and several other reports deemed necessary for the running of the business whilst overseeing the business and financial practices of the organization. You will manage all financial aspects of the organization, ensuring a speedy service to the Chief Executive and relevant managers by providing all the information required to manage the organisation’s financial framework.

Your role combines financial, analytical and management skills to aid the management team and includes decision-making and promoting long-term financial success for the business.

**Key Responsibilities**

**Financial Management**

* Prepare monthly management accounts and other financial reports such as budgets
* Present reports to senior management to aid with business decision-making
* Compile strategies that will reduce business costs
* Manage finance for projects
* Advise on the financial implications of business decisions
* Control income and expenditure within the business and ensuring that expenditure is in line with budgets
* Oversee accounting practices across the organisation and support with generic accountancy and budgeting tasks
* Communicate with all levels within the organisation and be able to present financial information to non-finance members of staff
* Evaluate and advise on alternative sources of business finance and income streams
* Support the senior management team with insight into the needs of senior managers to manage budgets and funding
* Oversee on all financial processes through supporting, advising, supervising and developing the Business and Finance Administrator
* Lead the annual budgeting and end of year process in collaboration with key stakeholders, importantly, the External Auditors
* Use the organisation’s funding calculator to inform budgets, monitor the management of the budgets and assign funding as appropriate.

**Business Management**

* Ensure that the business management of the organization is robust, reporting on all relevant matters to the CEO
* Analyse and manage risk within the business
* Ensure all policies, procedures, compliance, regulation, statutory returns and legislative matters are executed, implemented and managed, including support to staff where appropriate
* Develop and oversee financial systems and procedures and identify opportunities to improve these.
* Identify strategic options to add value, using data and technology and the appropriate tools
* Advise on current business asset valuations, capital projects and investments through the right analytical qualitative and quantitative techniques
* Lead on financial matters including budgeting, forecasting, cost analysis and risk management
* Track Key Performance Indicators and assist in the development of this for full impact.

**Collaborative Financial Strategy and Support**

You will play a highly important role within the organsation, using key financial data and reports for management accounting and to support the senior management team. You will lead on the current financial information and also on non-financial data to determine the position of the business. You will assist in the decision making and the development of strategies for growth and stability.

You will be competent with digital and technological data to identify strategic options that add value and you will use technology to develop visual data effectively and clearly.

**Complexities**

You will balance the preparation of complex financial reports by addressing the funding mechanisms of the business and providing key staff with accurate funding information. You will monitor multi-complex funding allocations including restricted and non-restricted funds to ensure compliance with funding agreements. You will handle varied analysis to develop accurate forecasts within tight deadlines.

**Structural**

You will operate independently, making day-to-day decisions in finance-related matters while demonstrating the awareness to seek the guidance and instructions of the CEO and the support of senior staff. You will collaborate effectively with colleagues and stakeholders to support the achievement of the business’ strategic priorities.

**Communications**

You will communicate both internally and externally with a wide range of people, stakeholders and organisations. You will liaise regularly with budget holders and the Business and Finance Administrator to provide financial insights, resolve queries and support the preparation of funding applications. You will be the main source of contact for the External Auditor during financial reviews or audits, providing them with accurate documentation and analysis.

**Job Specification**

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| Essential | Desirable |
| A degree in accountancy and knowledge of IFRS |  |
|  | AAT, ACCA, CIMA or equivalent |
|  | Proven track record in leadership  |
| Excellent analytical and numerical skills |  |
| A strong attention to detail |  |
| A solid foundation of accountancy skills and an understanding of the accepted accountancy principles |  |
| A strong understanding of Business Management |  |
|  | A working or knowledge of the homelessness sector |
| Excellent IT skills with the proficiency in accounting software |  |
|  | Advanced analytical skills |
| A solid knowledge and working experience of Xero |  |
| Be able to communicate effectively at all levels |  |
| A high degree of organizational and strategic thinking skills |  |
| Excellent communication skills and the ability to lead conversations |  |
| A track record of public facing financial scrutiny |  |
|  | Experience in leading teams in a senior management role |
| The ability to prioritise to meet key performance expectations with minimal supervision |  |
|  | A track record of innovation and managing change |