



JOB DESCRIPTION

JOB TITLE: Finance and Business Manager
REPORTS TO: Director of Finance and Business

Job Overview:

Work closely with the Director of Finance and Business to ensure that finance and business systems within AMEE operate smoothly and without risk, ensuring long term sustainability. Supports financial planning, compliance, risk management and business systems ensuring growth and operational excellence.

Key Accountabilities:

- Financial Management
- Finance and Business Support
- Managing Relationships
- Management and Development of Finance Assistant

Financial Management

- Lead the production of annual accounts for the Association, ensuring accuracy and compliance.
- Financial planning, including budgeting and forecasting, to support organisational sustainability and growth.
- Prepare regular management accounts for review, offering clear analysis to support decision-making.
- Support the Director of Finance and Business in provision of advice to Trustees on AMEE's current and forecasted financial position, ensuring sound financial governance.
- Support the Director of Finance and Business to develop and maintain management information, KPIs, and performance tracking tools.
- Ensure that accurate historical and forecast financial data is available to support informed decision-making.
- Working closely with the Director of Professional Activities.

Finance and Business Support

- Provide high quality financial and technical support as required.
- Prepare operational reports and financial management information as required, including the extraction and calculation of figures and creation of documents using software packages such as Xero, MS Word or Excel.
- Respond to queries of a financial nature from the AMEE team in a timely manner.
- Work closely with the SLT to support the organisation's finance and business operation.
- Provide technical support to the SLT in respect of organisational governance as required.

- Work with the Director of Finance and Business to set strategic direction and annual objectives for the finance function.
- Drive continuous improvement in AMEE's financial systems and processes.

Managing Relationships

- Attend, participate, and contribute to meetings and events, ensuring appropriate up to date information is communicated and acted upon.
- Develop and maintain relationships within the AMEE team to develop and retain a full understanding of the many facets of the association.
- Build and maintain strong working relationships with AMEE Senior Management Team to optimise support in delivering first class service.
- Establish and maintain effective relationships with the AMEE community, and suppliers.
- Anticipate and fulfil the needs of people who engage with AMEE in a successful manner where appropriate.
- Fully understand the many facets of the association and structure to value different requirements and act with diplomacy to achieve the best possible outcome.
- Act as an ambassador for the company ensuring confidentiality is always maintained.

Management and Development of Team

- Lead, mentor, and develop the finance assistant to support the association's objectives.
- Take responsibility for personal development of the finance assistant to ensure that their performance is optimised.
- Devote appropriate time to development, training or coaching of staff and provide structured feedback to staff at appropriate times.
- Be aware of current capabilities and performance of staff and maximise opportunities for staff to aspire to.
- Keep up to date with Health & Safety procedures to maintain the security and safety of staff.

RECRUITMENT COMPETENCIES

Planning &	Establishes an appropriate course of action for oneself and or others.
Organising	Accomplishes specific goals and operates within deadlines while managing their time as efficiently as possible.
Motivation	Focuses energy to make things happen with positive results.
Flexibility	Demonstrates the ability to adapt to all situations and to achieve tasks quickly and efficiently and within the set deadlines. Understands and responds to change in the company.
Communication	Demonstrates clear, two way communications at all levels.
Teamwork	Works with and helps others to achieve common standards.
Initiative	Generates ideas and takes action to solve problems.