

## JOB DESCRIPTION

<b>Job Title</b>	<b>Finance Manager</b>
<b>Department</b>	<b>Finance</b>
<b>Responsible For</b>	<b>2 Staff</b>
<b>Salary Range</b>	<b>Circa £40K</b>
<b>Reports to</b>	<b>Head of Finance</b>
<b>Contract</b>	<b>Permanent</b>

### Job Purpose:

To support the Head of Finance and Senior Finance Manager with preparation of management and statutory accounts in line with month and year end timetables. To improve and further develop the financial reporting and control for Propertymark and any other entities in the group. To support the business with providing effective, efficient and timely financial information in order to facilitate informed decision making.

### Main Duties and Responsibilities:

- Provide robust and accurate financial reports in a timely manner to support the Head of Finance and the Senior Finance Manager.
- Assist the Senior Finance Manager with the month end process and preparation of management accounts to ensure that they are produced by the 10<sup>th</sup> working day of the month and reflect the financial requirements of the company.
- Oversee the management of the day-to-day debtor position and work with the credit controller to ensure the completeness of the debtor ledger and CRM.
- Work with the Credit Controller to ensure there are robust policies in place to ensure all tasks associated with managing debtors, resolving debtor queries and chasing outstanding debts are carried out in an efficient and timely way.
- Liaise with the Credit Controller and business departments to carry out regular debtor reviews and ensure actions are followed up.
- Ensure that financial controls are robust including but not limited to the monthly reconciliation of all balance sheet accounts highlighting and resolving issues found.
- Supervise all areas of banking and work to ensure that all banking arrangements are managed in the most cost effective and secure manner.
- Manage the organisation's cash position.
- Prepare the monthly payroll data with HR to be processed by the outsourced provider and then reviewed and approved by Head of Finance.
- Review all vat transactions form completeness and assist with the preparation of the partial exemption VAT returns for approval and submission by the Head of Finance.
- Ensure that all HMRC requirements and payments are correctly treated and dealt with in timely manner.
- Oversee the capital accounting and fixed asset accounting processes ensuring that the assets of the company are safeguarded.
- Take lead responsibility in the correct authorisation and coding of purchase invoices working closely with the Accounts Assistant and Departments to ensure good financial governance

over the organisation's purchasing.

- Ensure the integrity and accuracy of the General Ledger and Accounting Systems at all times.
- Reconcile the Finance system with other software packages that feed into it. Identify and resolve and reconciling items.
- Respond to ad hoc queries and requirements as required by the Head of Finance and Senior Finance Manager.
- Line management of direct reports so that they can continually improve and enhance their performance.
- Ensure that you and your team uphold and advocate the values and behaviours of the organisation and support Propertymark in achieving it's aims and objectives.
- Support and guide members of the finance team and the wider organisation to help them to navigate and understand finance processes.

## **Key working relationships:**

- Head of Finance and Senior Finance Manager
- Finance Team
- Auditors
- Bank / HMRC

## **Job Requirement / Skills**

- Previous responsibility for controlling month end processes and preparation of management accounts
- IT literate and competent in Microsoft Office Applications
- Advanced Excel user
- Experience of adherence to strict financial controls and deadlines
- Ability to deliver on multiple projects under pressure and meet deadlines
- Demonstrate the ability to manage workload and manage time effectively.
- Highly effective communication skills
- Proactive and innovative approach to workload
- Working knowledge of VAT and how it applies to partially exempt organisations
- Strong analytical skills and ability to prepare concise and accessible financial summaries

## **Education / Experience:**

- Qualified (ACCA/CIMA/ICAEW/CIPFA)
- Strong academic background
- Proven experience in a senior financial position
- Access Dimension Finance Software (not essential)
- Not for profit sector advantageous but not essential