

**Finance Manager**

**Accountable to: Deputy Chief Exec & external Finance Director**

**Salary: £35,000**

**Benefits: Contribution to pension scheme (3% from employer, matching a corresponding employee contribution)**

**Responsible for: Finance function including Senior Finance Assistant, Finance Assistant and Apprentice**

**Hours: 37 hours**

**Location: Two campus-based union sites near Holborn, London**

**Term: Permanent role (subject to completion of probationary period)**

The London School of Economics and University of Arts London Student Unions are registered charities providing representation, support and commercial activities for their respective student bodies.

The Unions have a combined turnover in the region of £5m generated from grant, trading income (including shops, bars and a gym) and other income including club and society membership and sponsorship income. They are supported by a shared finance function, which operates across two Union sites.

We are looking for a resourceful, determined and committed individual to take on the Finance Manager role for both Unions, within the shared finance function.

Reporting to the Deputy Chief Executive and external Finance Director (part-time technical support role), the Finance Manager will act as the senior point of contact within the finance team and be responsible for managing a team of three finance staff – as well as being a key point of contact with key external stakeholders, including the external auditors, external payroll and pension providers, banks and HMRC.

The right candidate will have substantial experience in key and specific areas, gained in either the public, private or voluntary sector. They should have demonstrable experience of managing teams and working with non-finance staff (including budget holders).

We are specifically looking for individuals with good all-round accounting experience - in particular in preparing budgets and management accounts, managing accounts processes using Sage Line 50. A sound working knowledge of accounting concepts (including accruals accounting principles and VAT), and strong inter-personal and managerial capabilities, are key requirements for this role.

This is an exciting opportunity to join a developing and dynamic organisation and to develop your skills and knowledge.

To apply, please send a CV and cover letter to [su.jobs@lse.ac.uk](mailto:su.jobs@lse.ac.uk) by **5 pm on 6February 2015.**

Interviews will be held in mid-February (on a date to be confirmed).

**ROLE DESCRIPTION**

Responsible for the department’s delivery of financial procedures, specifically in relation to:

* Accounts payable process, including authorising payment runs and reviewing NUSSL supplier statements
* Accounts receivable processes, including ensuring that sales invoices are raised promptly
* Supporting the finance team and budget holders in ensuring the timely recovery of debt
* Reviewing Bank reconciliations
* Overseeing cash related processes (mainly undertaken by commercial teams), including quarterly petty cash counts, Freshers banking and ensuring that appropriate reconciliations are undertaken
* Budgeting, forecasting & other ad-hoc analysis
* Maintaining bank accounts, including monitoring cash balances to ensure sufficient balances are available to pay creditors, updating bank mandates and being the key point of liaison with the banks
* Payroll and pensions, including liaison with outsourced providers to ensure that required payments and submissions (including to HMRC) are made, preparing journals (including payroll, inter-company and stock journals, and other ad-hoc journals as required)
* Preparation of quarterly VAT returns and submissions
* Liaison with budget managers to support financial control and support compliance with the Finance Manual
* Management of the annual audit process and ad-hoc internal audits, including preparation of audit file, liaison and updating Finance Manual in response to recommendations
* Month and year-end procedures in Sage, including updating balance sheet accounts and managing the system closedown process each period
* Managing the fixed asset registers, ensuring correct accounting (including treatment of depreciation)
* Management of other balance sheet accounts including intercompany accounts and monthly entries, including accruals, prepayments and deferred income
* Preparation of monthly management accounts
* Managing process for submission of Companies House and Charity Commission returns.

Operational and strategic development

* Advising the senior management team on budgetary, cashflow and control issues
* Act as a regular point of contact within Finance for budget holders and staff
* Budget & cashflow forecasting
* Using internal feedback to improve service delivery
* Developing new financial systems and controls across the organisation

People management

* Line managing the work of finance team members to ensure that invoices are posted accurately to Sage
* Performance manage and support the finance team in accordance with Student Union processes
* Set targets and manage outputs of the junior finance team members in line with the strategic/operational plans
* Managing workload with the external technical advisors (Counterculture), including Finance Director and Consultancy support.

**GENERAL DUTIES**

In addition, all staff have the following general duties laid out in their job descriptions:

* To deliver and develop targets outlined in the Unions’ strategic plans.
* To contribute and assist in the Unions’ planning processes and the review of their performance and systems.
* Contribute to the positive and professional image of the Unions and not act in such a manner as to bring the Unions into disrepute.
* To observe and uphold the requirements of the Unions’ Constitutions and act at all times in accordance with policies including equality of opportunity.
* To undertake your own typing, filing, photocopying etc.
* Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
* To take ownership of, their Induction, Personal Review Programme, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students’ Unions.
* A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Freshers and welcome festivals and any other key event, including elections, if necessary. Staff are expected to portray a positive image, both internally and externally of the Students’ Unions by displaying high standards of service, integrity, punctuality, politeness and professionalism.
* Where you are required to work with volunteers you must support and manage them appropriately in line with the Students’ Union volunteer policy
* Environmental consideration and environmental best practice is the responsibility of all Students’ Union staff
* Any other tasks that would be deemed suitable within this role as directed by line manager.

### Person Requirements

**Essential:**

* The post holder shall be fully qualified chartered or certified accountant (e.g. CIMA, ACCA, ACA or CIPFA)
* Good experience of using Sage Line 50
* Excellent knowledge of accounts processing, accruals accounting concepts
* Experience of producing accounts to trial balance stage and reporting on financial performance to senior managers
* Proven experience of working across accounting function (accounts payable, accounts receivable and balance sheet management).
* Experience in preparing VAT returns.
* Ability to work with limited day-to-day supervision, manage junior finance staff and work alongside a vibrant wider team of Student Union staff
* The ability to work calmly and accurately under pressure and to tight deadlines
* High professional standards
* Good communication skills, both written and verbal with colleagues and other stakeholders
* Excellent Excel skills

**Desirable:**

* Experience of accounts in the charity/education sectors
* Experience of dealing with accounting for trading activities