



MAYOR OF LONDON



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12 February 2024

Dear Applicant

Thank you for your interest in the post of **Finance Manager**

In this pack you will find:

- Job Description
- Person Specification

On our website you will find:

- Our Equal Opportunities Policy Statement

In the first instance, please send your cover letter and CV **no later than 9:00am on 26 February 2024**, by email to luke@heavensrecruitment.co.uk. Please include your full name in the message subject line. Your email including attachments must not exceed 5MB in size. We do not accept applications by post.

Interviews, likely held in person, will take place in the week beginning 11th or 18th March 2024.

For further information regarding this post please contact **Luke Morkunas** on the email above.

We look forward to hearing from you.

Best wishes

Andrew Evans, CEO

METRO Woolwich
1st Floor Equitable House
7 General Gordon Square
London
SE18 6FH

METRO Essex
Suite 1 Perception House
50B Duke Street
Chelmsford
CM1 1JA

METRO Gillingham
Long Catlis Road
Parkwood, Rainham
Gillingham
Kent
ME8 9PR

METRO GAD
The Forum at Greenwich
Trafalgar Road
London
SE10 9EQ

METRO New Cross
The Mulberry Centre
15 Amersham Vale
London
SE14 6LE

Job description

Key details

Job title	Finance Manager
Employment status	Full-time
Duration	Permanent
Salary/Wage	£36,000 pa
Hours	35 hours a week, Monday – Friday with some occasional evening and weekend working This is a full-time role, however for the appropriate candidate we would be open to a discussion on hours.
Line manager	Director of Finance and Resources
Coordinated by	N/A
Employer	METRO Charity (The Metro Centre Ltd)
Location	Main location of work is METRO Woolwich/METRO Vauxhall / METRO New Cross and across other METRO offices and areas of operation.

Job outline

Reporting directly to the Director of Finance and Resources, the Finance Manager will take an operational lead on implementing and improving the finance function across the charity. This position suits an ambitious professional with the right skills, experience and confidence to demonstrate assertive financial management and leadership within the organisation.

Role

Key responsibilities for the role include line managing the finance support team and dealing with day-to-day financial queries from the staff team, preparing regular management accounts and supporting with the preparation of the annual accounts and annual budget. As an active member of the management team, you will support other managers in their learning and understanding of budgeting, provide regular income and expenditure reports per project, and domain, and in the development of budget for new funding applications.

Main tasks

1. Maintain the regular accounting processes for the charity including invoicing of funders, paying expenses, bank reconciliation partner, and contractor payments.
2. Prepare the monthly payroll, National Insurance and pension functions with the support of the Head of HR for sign off by the Director of F&R and CEO.
3. Assist in the development of budgets for new funding applications.
4. Oversee the day-to-day management of Quickbooks including the timely and accurate uploading of data and internal processing.
5. Manage the uploading of project budgets into Quickbooks and provide regular income and expenditure reports for teams and domains.
6. Complete monthly bank reconciliations and highlight any discrepancies or errors with the individual/s, and/or Director.
7. Manage the auditing process and ensure any issues are addressed and actioned.
8. Lead on the completion of finance reports for individual funders for sign off by Directors and Heads of domain.
9. Conduct financial transactions within required timeframes
10. Follow up aged debtors and retrieve delayed payments from third parties
11. Support the preparation of financial reports for the Trustee meetings, including quarterly accounts, and provide secretariat for the Finance Sub-Committee of the Board of Trustees.
12. Manage the Gift Aid process and submission
13. Provide line management responsibilities to finance support staff, including regular supervision, appraisals and performance development reviews in line with METRO policy.
14. Play a full part in METRO's management team by attending Leadership Away days, Full Staff meetings, and any other meeting as appropriate and required.
15. Provide budgetary training to managers and staff on creating budgets using internal templates, and support staff in their management of individual budgets.
16. Actively seek and adopt ways to innovate, adapt and flexibly approach obstacles to progress and increased impact in all we do.
17. Working with the Director of Finance and Resources, proactively seek ways to improve and streamline the current processes to increase efficiency and productivity.

Other duties

1. Adhere to METRO policies and procedures at all times.
2. In line with METRO's policy on Information Governance (IG), confidentiality and data handling, you will be expected to undertake, pass and maintain the required IG modules as indicated by your line manager.
3. Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act, GDPR regulations and METRO's Information Governance policies.
4. In line with METRO's policy on Safeguarding, you will be expected to undertake, pass and maintain the required Safeguarding Training modules as indicated by your line manager.
5. Attend regular supervision, and undertake appropriate training as agreed. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.

6. Undertake any other appropriate duties as requested by your manager. If these duties are extensive and of a higher job description scale, the terms and conditions of the post may be varied in negotiation with your line manager.

Person specification

Knowledge & Experience	Skills & Abilities	Essential /Desirable	Application /Interview
Four years or more related experience of financial management of a charity or business		Essential	A/I
Qualification in bookkeeping or accountancy		Essential	A/I
Preparation of regular management accounts, including variance analysis for a variety of audiences, including individual projects		Essential	A/I
Experience of using Quickbooks and Excel and implementing new features as they become available,		Essential	A/I
Understanding of the financial requirements of the Charity Commission and Charity Law		Essential	A/I
	Ability to create financial reports that are clear and easily accessible for a range of abilities.	Essential	A/I
	Ability to train and support colleagues and staff in developing and working to budgetary requirements	Essential	A/I
	Robust attention to detail and accuracy	Essential	A/I
	Understanding of the importance of discretion and care in handling confidential information	Essential	A/I
	Ability to plan, prioritise and organise effectively	Essential	A/I
	Ability to work on own initiative and as part of the management team	Essential	A/I
	Demonstrated skills and ability of managing individual staff, and teams, including providing supervision and PDPs	Essential	A/I
	High level of proficiency in MS Office suite of products,	Essential	A/I

	including: Word, Excel, PowerPoint etc.		
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