

# Role Description

Position	
Role Title	Finance Manager (known internally as Head of Finance)
Directorate	Resources & Operations
Department	Finance Department
Grade	4
Hours of Work / FTE	21 hours (0.6 FTE)
Contract Type	Permanent
Reports To	Director of Resources & Operations
Responsible For	Finance Coordinator

## Principal Duties and Responsibilities

1. Ensuring operational management of all financial activities for LBSU and it's trading subsidiary company, and the preparation of timely financial information for the Senior Management Team.
2. Ensuring that all accounting activity complies with financial regulations and other relevant applicable laws.
3. Ensuring efficient workflow and development of new processes and procedures for continued improvement and financial understanding across the organisation.

## Key Tasks

- Produce regular financial information and reports (including monthly management accounts) to budget holders and Senior Management in a timely manner.
- Support the Director of Resources & Operations with annual budgeting and reforecasting, financial reporting, as well as delivery of the Annual Audit in partnership with our appointed external auditors.
- Responsible for all operational matters relating to the finance function, including all processing, data management, accounting input and record management, safe and secure banking procedures, cash and credit management, in line with policies and regulations.
- Posting of Month end Journals including Prepayments, Accruals, Payroll, Depreciation and other items as required. Maintenance of Fixed Asset Register and preparation of quarterly VAT returns.
- Building strong relationships with staff across LBSU and externally to aid in the completion of the Union's financial obligations.
- Preparation of monthly payroll for all staff (salaried and hourly paid), working with the People & Governance Manager to ensure records are accurate and up-to-date.
- Make independent decisions on a day-to-day basis to ensure the principal duties and responsibilities are met.
- To provide management, leadership and expertise to direct line reports, and other staff where required, allocating responsibilities, work planning and managing performance;
  - recruit, train and supervise staff through induction and ongoing day to day support
  - motivate, lead and mentor staff where required; providing general guidance and support, developing skills and knowledge
- Manage the budget relating to Finance ensuring expenditure is within budget and operates within the agreed financial regulations and procedures.
- Proactively participate as a member of LBSUs Management Committee.
- Demonstrate positive leadership through championing LBSU values

## Common Requirements for all Roles

- Play an active part in delivering key LBSU projects and events as directed.
- Carry out other duties, commensurate with the grade and remit of the role.
- Have a commitment to your own and others' development and a willingness to undertake relevant training opportunities.
- Undertake Health and Safety duties and responsibilities appropriate to the post, at all times having regard to your own and others health and safety.
- Work within the framework of the Union's Policies, Articles and Byelaws, ensuring that your work furthers the Union's core values and objectives.
- Act as a role model and create an environment which ensures all employees, visitors and contractors are treated fairly and with respect and professionalism.
- Embed sustainability into your working activities wherever possible.

## Person Specification

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Professional accountancy qualification (e.g. AAT, ACA, ACCA, CIMA, would consider part qualified or qualified by experience) (E)</li> <li>• Evidence of continuous professional development (CPD) (E)</li> </ul>
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of managing a department or team (E)</li> <li>• At least two years financial and systems management experience, with experience of producing management accounts, budget planning, and financial monitoring processes (E)</li> <li>• Experience of working in in the non-profit sector with knowledge of charity finance and SORP (D)</li> <li>• Experience of budget setting, management and reporting (E)</li> <li>• Experience of managing financial accounting systems, preferably Xero (E)</li> </ul>
<b>ABILITIES &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>• Confident managing a busy, varied workload and able to prioritise effectively (E)</li> <li>• Exceptional verbal and interpersonal skills, able to communicate at all levels within and outside the organisation (E)</li> <li>• Ability to convey complex financial information to non-finance colleagues in both verbal and written format (E)</li> <li>• Excellent organisational skills and attention to detail (E)</li> <li>• Highly proficient in the use of Microsoft 365 and a willingness to learn other applications and software programmes as required (E)</li> <li>• Ability and willingness to do things differently, including clear critical thinking and willingness to challenge conventional, or to suggest new, ways of working (E)</li> <li>• Ability to maintain high standards of work, through self-evaluation, seeking feedback from others, and self-initiated personal development (E)</li> <li>• Ability to demonstrate discretion and diplomacy (E)</li> </ul>
<b>VALUES &amp; BEHAVIOURS</b>	<ul style="list-style-type: none"> <li>• A flexible, positive, and solution-focused attitude (E)</li> <li>• Commitment to Leeds Beckett Students' Union's Mission, Vision and Values</li> <li>• Commitment to working as a proactive member of a team</li> <li>• Respect for the principles of client confidentiality</li> <li>• Commitment to the creation of an environment that promotes equality of opportunity whilst recognising and valuing diversity</li> <li>• Commitment to excellent standards of customer care</li> <li>• Commitment to work in a student-led, democratic environment</li> </ul>