

## Job Description

<b>Post</b>	Finance Manager (permanent, full-time)
<b>Location</b>	Edinburgh
<b>Department</b>	Finance
<b>Reporting to</b>	Director of Finance and Operations
<b>Responsible for</b>	All Posts within the Finance Team below this post, currently Senior Finance Officer, Finance Officer, Finance Assistant

### Job Summary

The Finance Manager is responsible to the Director of Finance and Operations for the management and development of the Finance Team ensuring the provision of accurate, reliable and timely financial information and analysis to support the whole of the business in its activities.

The Finance Manager will assist the Director of Finance and Operations in establishing and maintaining effective financial management and business support and for ensuring appropriate financial policies and management information systems are in place to allow Myeloma UK to make well informed decisions to ensure ongoing stability and growth.

The post holder will provide an accounting service to all departments and areas within Myeloma UK, combining accounting skills with effective financial management to provide concise communications with both financial and non-financial stakeholders.

As a member of the Finance department, the Finance Manager will contribute towards the planning and delivery of the business's strategic, operational, and departmental plans.

**The role of the Finance Manager is varied and encompasses many aspects within the Finance Department. The post holder will work flexibly with all areas of the business to provide professional support and service.**

### Main Duties and Responsibilities

- Responsible for the professional delivery of the finance service incorporating all finance department activities, ensuring they are in line with and contributing towards the business's strategic and operational plans
- Timely production of accurate and detailed management accounts with supporting narrative and variance analysis, ensuring such accounts accurately reflect the business and its needs

- Report on and investigate key variances in the management accounts and liaise with managers and budget holders to provide explanations and narrative on such variances
- Production of financial forecasts, liaising with budget holders and other key stakeholders. Incorporating the results of such forecasts in all other key financial reports such as cash flow, clinical trials network financial reporting etc.
- Preparation of the annual budget and plans including income and expenditure budgets, project and campaign budgets, balance sheet and cash flow forecasts
- Preparation of the annual accounts and supporting documentation for the annual audit including liaison with the auditors ensuring compliance with all relevant charitable and financial legislation
- To provide financial reports, advice and guidance to all managers, budget holders and staff across the business
- Maintain the finance and business systems, being constantly aware of options for improvements always ensuring the financial integrity of all systems
- Provision of the payroll function ensuring compliance with all relevant legislation, pensions auto-enrolment, PAYE matters and the provision of year end HMRC payroll returns. Myeloma UK currently uses a payroll bureau
- Responsible for the processing, calculation and reporting of VAT, ensuring knowledge of legislation is kept current and accurate and that the financial processing systems are appropriate
- Ensure the timely submission of all external reporting including Companies House, HMRC, OSCR including quarterly VAT returns, annual tax returns etc.
- Provision of financial and governance support for any associated companies/charities of the business
- Assist the Director of Finance and Operations with the cash flow and treasury management managing working capital ensuring sufficient cash is available and all restricted expenditure is managed appropriately
- Assist the Director of Finance and Operations with the management of restricted grants, working with colleagues to ensure compliance and monitoring and expenditure is in line with funders' wishes
- Assist the Director of Finance and Operations with the monitoring and compliance of the clinical trials and any other similar programmes including set up of all financial schedules and reporting
- Assist the Director of Finance and Operations with the preparation and delivery of the business's strategic and operational plans, the development and delivery of such KPI's, ensuring they are incorporated within the departmental plan and work schedule

- Provide professional finance and governance support for any other associated companies/charities of the organisation
- Promote and sustain a constructive, supportive and friendly working relationship with all customers, internal and external, immediate and senior management and all other work colleagues
- Management and development of the Finance Team including ongoing support and supervision, identify and address training needs and foster good team spirit and working

All of the responsibilities and duties are to be carried out according to Myeloma UK's standards, policies and procedures and in conjunction with accounting regulations.

## **General**

Continuous improvement, developing skills, adhering to organisational quality standards, and team-work underpin all roles at Myeloma UK.

General responsibilities include:

- Adopt the Myeloma UK principles of quality management
- Be attentive to and implement organisational style and brand guidelines
- Play an active role in team meetings and work together with colleagues to maintain and improve knowledge and skills
- Act as a source of information and support to colleagues throughout the organisation
- Build productive working relationships with external advisers to maintain and enhance their commitment to Myeloma UK
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role
- Any other duties as appropriate to the post

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of Myeloma UK at any time after discussion with the post holder.

## Person Specification

Area	Essential	Desirable
<b>Qualifications/ Experience</b>	<ul style="list-style-type: none"> <li>• Business degree</li> <li>• Recognised accountancy qualification or evidence of working towards an accountancy qualification and achieving qualification within 18 months</li> <li>• Experience of developing, managing and leading a team to deliver high quality service</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of operating at manager level within a similar type or size of organisation</li> <li>• Experience of supporting organisational change</li> </ul>
<b>Skills, ability and knowledge</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge and experience of management accounting including budgeting, forecasting and monthly reporting and variance analysis</li> <li>• Detailed knowledge of VAT including partial exemption</li> <li>• Skilled in the development and maintenance of financial controls, policies and procedures</li> <li>• Ability to identify and implement quality processes and procedures and communicate these clearly verbally and in writing</li> <li>• Good analytical and evaluation skills with the ability to understand and carry out complex numerical and financial calculations and analyse data</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed knowledge and experience of statutory accounts preparation including charity accounts and legislation.</li> <li>• High level strategic thinker with the ability to transfer strategy into operational and departmental work plans</li> <li>• Knowledge and understanding of corporate governance and how to implement this into working practices</li> <li>• Experience of implementing new finance systems and processes</li> </ul>

Area	Essential	Desirable
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment and desire to make a difference and consistently improve</li> <li>• Strong communication and interpersonal skills with the ability to develop relationships and communicate with staff at all levels</li> <li>• Strong organisational skills with the ability to plan and organise work, working to tight deadlines simultaneously managing a number of initiatives</li> <li>• Flexible with a 'can do' attitude</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Committed to the delivery of the aims and objectives of Myeloma UK</li> <li>• Committed to achievement of quality management and excellent service</li> <li>• Committed to providing an excellent support service to the organisation</li> <li>• At certain times of the financial year there may be a requirement to work outwith the usual working hours</li> </ul>	

## Terms and Conditions

<b>Post</b>	Finance Manager (permanent, full-time)
<b>Salary</b>	£30,000 - £35,000
<b>Probation period</b>	Six months
<b>Hours of work</b>	<p>Standard office hours are 9:00 – 17:00 and the working week will consist of 35 hours. Myeloma UK operates a flexitime scheme and details will be provided by the HR and Operations Manager.</p> <p>The post holder will be expected to assume duties outside working hours to support the delivery of their role and the operation of the organisation when required.</p>
<b>Holidays</b>	Holiday entitlement is 30 days per calendar year, plus 6 public holidays.
<b>Pension scheme</b>	Myeloma UK complies with its auto-enrolment obligations and, subject to matched employee contributions, offers a 5% pension contribution to all staff.
<b>Premises</b>	Myeloma UK is situated at 22 Logie Mill, Beaverbank Business Park, Edinburgh, EH7 4HG.
<b>Travel</b>	This post is based in Edinburgh with travel when required