**Job title**

# Finance Manager

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| DEPARTMENT: | Finance |
| DEPT PURPOSE: | To maintain effective financial controls and provide reliable financial support to all stakeholders of the Sheffield Students' Union |
| REPORTING TO: | Head of Finance |
| DIRECT REPORTS: | Finance Officers x3, Finance Assistant x1 |

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| PURPOSE OF ROLE: | Responsible for the oversight of key finance systems, processes and controls, thereby contributing to an efficient and effective Finance function |
| IN PARTICULAR: | 1. Ensure all Balance Sheet accounts are reconciled accurately, within agreed reporting deadlines<br>2. Lead and coordinate the finance team to deliver accurate and timely month end financial results<br>3. Manage and maintain key cost centres including; Nursery, Advertising & Sponsorship, Ents and Events<br>4. Support and Develop Finance Team members<br>5. Support Head of Finance with statutory, regulatory and charity reporting requirements |

| KEY RESPONSIBILITIES | |
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| **Ensure all Balance Sheet accounts and reconciled accurately, within agreed reporting deadlines** | |
| Prepare Balance Sheet Reconciliations | - Take ownership of Fixed Assets Register (previously maintained by external support)<br>- Implement and monitor Capex controls and policies<br>- Gather Supporting documentation and evidence for all Balance Sheet accounts<br>- For those Balance Sheet accounts owned by team members, ensure supporting documentation is provided and perform first review<br>- Implement any missing key account controls |
| Timely reporting | - Complete reconciliations in accordance with the agreed month-end timetable |

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| | - Identify and communicate potential risks or delays at the earliest opportunity |
| Review and sign off | - Perform final checks that all reconciliations are complete and supported by appropriate evidence<br>- Submit reconciliations for review and approval |
| **Lead and coordinate the finance team to deliver accurate and timely month end financial results** | |
| Plan and coordinate the month end process | - Maintain and communicate a clear month end timetable<br>- Allocate month end responsibilities across the team<br>- Ensure team members understand their individual deliverables and expected timelines |
| Ensure Completeness and accuracy of Financial Results | - Oversee the completion of key month end processes<br>- Review the month end results for accuracy and completeness<br>- Monitor performance against Budget, investigate significant variances and work closely with senior budget holders to understand fluctuations<br>- Challenge any unexpected movements or inconsistent information |
| Communicate month end results to Head of Finance | - Present timely month end financial results to Head of Finance for final review<br>- Provide clear explanations of performance against budget, highlighting any significant variances<br>- Highlight any risks identified through first review and proactively communicate these throughout the month end process |
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| **Manage and maintain key cost centres including; Nursery, Advertising & Sponsorship, Ents and Events** | |
| Develop an understanding of key cost centres | - Build effective working relationships with relevant stakeholders<br>- Develop a detailed understanding of income streams, cost drivers and accounting processes relevant to each cost centre<br>- Maintain an understanding of key factors influencing performance |
| Maintain the accuracy of cost centres | - Be responsible for preparing the annual budget for key cost centres alongside budget owners<br>- Ensure income and expenditure are recognised in the correct period<br>- Review cost centre results with budget holders, identifying and challenging fluctuations from budget |

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| | - Identify potential control weaknesses and implement improvements where required<br>- Highlight financial risks to the Head of finance timely, along with recommendations for appropriate remedial actions |
| Manage financial queries and resolve issues | - Act as primary contact for queries relating to key cost centres, establishing business partnering relationships with key stakeholders<br>- Investigate queries and liaise with relevant department budget holders<br>- Escalate relevant issues to Head of Finance where appropriate |
| **Support and Develop Finance Team members** | |
| Provide day to day support and guidance | - Ensure team members understand their responsibilities<br>- Help resolve queries and encourage development of problem-solving skills<br>- Promote knowledge sharing and collaboration across the team<br>- Manage workload across the team and ensure appropriate cover is available for key processes<br>- Build and coach team capabilities in finance business partnering, enabling them to translate data into actionable commercial insights and drive value for business stakeholders |
| Develop technical knowledge and skills | - Assess individual team members' technical knowledge and development needs<br>- Review individual development goals, agree appropriate plans and monitor progress against development objectives<br>- Provide coaching and guidance to strengthen technical capability<br>- Share knowledge and best practice across the team to improve consistency and reduce reliance on individual team members |
| Monitor individual performance | - Set clear expectations of timeliness and accuracy of work<br>- Monitor workload and performance against agreed objectives<br>- Address performance concerns promptly and agree appropriate follow up actions |

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| Deputising for Head of Finance | - Provide cover for the Head of Finance during periods or absence, ensuring continuity of the Finance Departments operations<br>- Oversee key financial activities and provide leadership and direction to the Finance team, ensuring priorities and deadlines continue to be met<br>- Respond to finance queries from senior stakeholders and budget owners, providing guidance where appropriate |
| **Support Head of Finance with statutory, regulatory and charity reporting requirements** | |
| Support the preparation of Statutory Financial Information and the coordination of the year end external audit | - Ensure underlying records and supporting documentation are complete and accurate<br>- Assist with the preparation of information required for the annual statutory accounts<br>- Assist the Head of Finance with coordinating the external audit<br>- Prepare and collate requested audit evidence and maintain a record of information requests and outstanding queries<br>- Liaise with external auditors, escalating issues as they are identified |
| Support Charity and Statutory compliance | - Support the Head of Finance prepare information required for annual Charities Commission return |
| Support with completion and submission of quarterly VAT return | - Ensure the relevant sales and purchases transactions are included in the appropriate VAT quarter<br>- Ensure transactions are appropriately coded for VAT purposes<br>- Review VAT reports and supporting schedules from Aqilla (finance system)<br>- Review the VAT calculations to ensure the VAT return is accurate<br>- Reconcile VAT control accounts to the VAT return<br>- Coordinate review of the VAT return, by the Head of Finance, prior to submission deadline |

| PERSON SPECIFICATION (Max 10 criteria) |
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| | Experience | Essential/Desirable |
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| 1 | 2+ years post qualification experience | Essential |
| 2 | Team leadership experience | Essential |
| 3 | An understanding of finance in the charity or not-for-profit sector | Desirable |
| 4 | Experience implementing controls and process improvements | Desirable |
| | Skills/personal attributes | |
| 5 | A collaborative and supportive leadership style | Essential |
| 6 | The ability to communicate clearly with financial and non-financial stakeholders | Essential |
| 7 | A genuine commitment to inclusion, development and continuous improvement | Essential |
| | Qualifications | |
| 8 | A recognised accountancy qualification – CIMA, ACCA,ACA or equivalent | Essential |