

## **Job Description**

**Job Title:** Finance Manager – Operations and Reporting

**Department:** Finance

### **B (i) Main Duties**

#### **Charity Accounting**

1. Lead the end of year accounts process
2. Prepare SORP and associated trading company accounts, ensuring all accounting principles and practices correctly applied
3. Maintain trial balance and integrity of financial ledger
4. Complete OSCR returns
5. Liaise with auditors
6. Liaise with RBGE investment managers on the RBGE portfolio

#### **Government Accounting**

1. Prepare 'Whole of Government Accounts' and other Government Returns
2. Lead on National Fraud Initiative investigations

#### **Budgeting & Reporting**

1. Support the Head of Finance with constructing the annual budgets for RBGE
2. Ensure management reports are sent out on a timely basis with the correct information.
3. Liaise with managers to ensure that forecasts for income and expenditure are kept up to date and are realistic.

#### **Tax**

1. Ensure RBGE complies with all relevant direct and indirect tax regulations
2. Providing advice and raising awareness, ensuring new initiatives comply
3. Liaising with HMRC and tax advisers
4. Calculating and submitting quarterly VAT returns, including partial recovery
5. Monitoring compliance and taking corrective action
6. Calculating and submitting all other tax returns as required
7. Ensuring Gift Aid and Membership benefits comply with VAT and Corporation Tax
8. Monitor and advise on IR35 and self-employment implications
9. Ensure PAYE benefits compliance

#### **Team Support**

1. Manage the finance team (circa 5 people) including setting individual goals and objectives.
2. Deputise for Head of Finance
3. Provide support and cover within the team on financial management, budgeting and systems administration
4. Any other reasonable duties

## Person Specification

1. Skills/Aptitude:	Essential requirements	Desirable for post
<ul style="list-style-type: none"> <li>• Prior experience of directly supervising staff</li> <li>• Good communication skills with the ability to deal with a number of stakeholders including those out with Finance</li> <li>• High level of numeracy, analytical and problem solving skills.</li> <li>• Customer-focussed</li> <li>• Committed and enthusiastic team player</li> <li>• Excellent IT skills, including advanced Excel</li> </ul>	<ul style="list-style-type: none"> <li>*</li> <li>*</li> <li>*</li> <li>*</li> <li>*</li> <li>*</li> </ul>	

2. Knowledge:	Essential requirements	Desirable for post
<ul style="list-style-type: none"> <li>• Charity SORP</li> <li>• Direct and Indirect Tax, including partial VAT recovery</li> <li>• Accounting systems</li> <li>• P2P systems</li> <li>• Core accountancy and financial management</li> <li>• Up to date professional knowledge and the ability to interpret and apply changes in accounting standards and legislation</li> </ul>	<ul style="list-style-type: none"> <li>*</li> <li>*</li> <li>*</li> <li>*</li> <li>*</li> </ul>	<ul style="list-style-type: none"> <li>*</li> </ul>

3. Professional Qualifications:	Essential requirements	Desirable for post
<p>Qualified Accountant or Part Qualified CA/ACCA/CIMA or equivalent with solid post qualifying experience or qualified by experience</p>	<ul style="list-style-type: none"> <li>*</li> </ul>	

