



FINANCE MANAGER JOB DESCRIPTION

TITLE:-	Finance Manager
LOCATION:	BSE Offices (Southwark, London) and home
HOURS:	28 per week
SALARY:	Salary £40,000
ANNUAL LEAVE:	16 days per annum (excl. Bank Holidays)
OTHER BENEFITS:	Pension scheme (On completion of probation) Interest-free season ticket loan (after completing probation)
RESPONSIBLE TO:	Executive Director
ACCOUNTABLE TO:	Executive Director & Officers (President, Vice President, Secretary, Treasurer)
WORKS CLOSELY WITH:	Executive Director Office Team (Membership, Education and Accreditation) Treasurer

THE ORGANISATION

The Society is a registered charity and is administered by an Executive Board and an elected Council. Membership is open to everyone associated with echocardiography including cardiac physiologists, clinical scientists, cardiologists, radiologists, anaesthetists and junior doctors; veterinarians, medical physicists and radiographers and currently stands at over 4,000 members.

JOB CONTEXT

The primary role of the Finance Manger is to provide high quality management information and support to the Executive Director, Treasurer and department managers and to oversee and manage the finances of the British Society of Echocardiography.

Purpose and Scope of the Role:

The BSE office team, including the Finance Manager, is responsible for providing an effective administrative service to the BSE Council, Committees and the BSE membership body.

The Finance Manager is responsible for effective management of BSE's financial operations and is the main point of contact for all BSE financial matters, liaising as necessary with the Executive Director, the office team and the Treasurer to ensure continuity and quality of work.

They will be required to accurately and efficiently process, manage and keep up to date records of all BSE financial transactions; and to prepare Period and Year End Trial Balances. They will need to comply with accounting procedures and possess a strong financial background with significant experience of accountancy software systems (preferably SAGE) as well as experience of working with a CRM.

Major Duties & Responsibilities: This list is not exhaustive

1. Ensure the effective running of the day to day financial operations in line with financial policies and procedures; and to be a main point of contact for those seeking information relating to BSE finance matters.
2. Income: Ensure prompt, accurate recording and classification of all income on the accounting system (SAGE); issuing sales invoices for vatable sales and as requested; recording remittances, electronic banking and card payment receipts; and carrying out the credit control function reporting Bad Debts to the Executive Director.
3. Membership subscription collection: working with the Membership Officer, oversee the annual collection of subscriptions by Direct Debit on 1st April each year, maintaining appropriate records; record Direct Debit receipts and PayPal subscription receipts in SAGE as noted in 2. above.
4. Expenditure: Ensure appropriate approval is obtained for all purchases (with reference to pre-approved budgets as appropriate) and for supplier invoices; check and pass all expense claims for approval, with due regard to expense claims policy; process on accounting system allocating to correct cost code; process approved supplier invoices and expense claims for payment in good time managing electronic payments process, ready for authorisation by bank signatory; maintain hard copy records for all payments made.
5. Payroll: Liaise with the payroll provider on a monthly basis to ensure approved updates to payroll information are processed in good time (joiners, leavers, deductions, pay adjustments etc); arrange approval & prepare payments of net salaries, payroll taxes and pension contributions owed in good time.

6. Bank reconciliations: Prepare bank reconciliations for all BSE bank accounts, credit card(s), PayPal and petty cash on a monthly basis with due regard to the BSE Bank Reconciliation Policy and in good time for monthly Finance Meeting to review and approve.
7. Banking & Petty Cash: Bank all cheques and cash, withdraw and obtain currency when authorised; keep Petty Cash up to date at all times, ensuring receipts are provided for all expenditure and that vouchers are signed.
8. VAT Return: process the quarterly VAT return using the accounting system reports with manual adjustments to reflect irrecoverable VAT amounts.
9. Fixed Assets: maintain a register of fixed assets, capitalising and depreciating on accounting system in line with appropriate policy.
10. Management Accounts: prepare monthly and quarterly management accounts on accruals basis, highlighting variances with budget, for review by the Monthly Finance Meeting; provide other financial reports and updates to Executive Director & Treasurer as requested
11. Annual Accounts: prepare year end TB, and process yearend adjustments on accounting system, producing supporting schedules ready for Independent Examination; ensure financial returns are submitted in time to Companies House and Charity Commission
12. Help prepare the Trustees Annual Report liaising with the Executive Director as necessary
13. Annual Budget: prepare an annual budget liaising closely with the Executive Director and set up on accounting system once approved to facilitate the management reporting.
14. Work with the BSE team to ensure correct processes are in place to maximise the efficiency of the CRM in terms of membership subscription payments (including direct-debits) and customer invoicing.
15. Finance Meeting: Organise monthly meeting, draft agenda, collate papers, communicate with sub-committee members, Minute taking and follow up on actions.
16. Attendance at events: in particular attend the BSE Annual Conference, being responsible for registration fees taken on site by card or cash; other organisational meetings as required.
17. Workload management: effectively manage the financial workload to ensure work is delivered to agreed timelines and that plans are integrated with all staff activities and goals.
18. Adhere and comply with the provisions of the BSE Health & Safety Policy.
19. Undertake all duties and responsibilities in compliance with the rules and regulations encompassing Equal Opportunities and the Staff Rights and Responsibilities.
20. Any other duties as may reasonably be expected and which are commensurate with the level of the post.

PERSON SPECIFICATION

<p>Qualifications</p>	<p>Essential</p> <ul style="list-style-type: none"> • Educated to Graduate Level or equivalent • Fully or part qualified member of an accountancy body or holder of an equivalent qualification
<p>Skills, knowledge & experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Minimum of 3 years finance experience • Computer literate with good knowledge of Microsoft Office in particular Excel including formulae and data analysis • Experience using SAGE 50 accounts • Strong numerical skills and attention to detail • Experience dealing with income & membership subscriptions • Excellent communication skills – both written and verbal • Excellent planning and time management skills with ability to prioritise work and manage conflicting deadlines • Strong skills and experience in using a membership CRM database <p>Desirable</p> <ul style="list-style-type: none"> • Experience working for a third sector or charitable organisation • Experience working with integrated systems/CRM • Experience of VAT returns & Payroll • Committee organisation & minute taking skills
<p>Attributes</p>	<ul style="list-style-type: none"> • Strong team working & interpersonal skills in order to interact with a range of internal & external stakeholders • Self-motivated, able to prioritise work to meet tight deadlines • Flexible, organised and can-do attitude, with ability to move between tasks & handle work from a variety of sources
<p>Reflecting our team values</p>	<p>We are a strong cohesive team which provides an excellent service to our members. We are:</p> <p>Professional Passionate Accessible Supportive and always act with integrity</p>
<p>Circumstances</p>	<p>Able to work outside office hours on occasions and ability to travel as part of role including spending occasional nights away from home for BSE events.</p>

ADDITIONAL INFORMATION:

Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with BSE executive officers to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the General Data Protection Regulations.

Equal Opportunities

The BSE welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We always aim to provide a non-judgmental service.

Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the BSE office must attend training identified by their manager or stated by the BSE to be mandatory. The BSE uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for members and staff. All staff are expected to become familiar with these systems and use them.

Information Management/Data Quality

The post holder must ensure that BSE records are documented, secured, stored and disposed of appropriately.

Travel to other sites

You will be required to travel to other locations; this will involve some overnight stays and some weekend work

General

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade.