

**ROLE PROFILE**

<b>Details:</b>			
Job Title	<b>Finance Manager</b>		
Department	Finance	Base Location	Findhorn
Reporting to	Head of Finance	Contracted Hours	37.5 p. wk.
Accountable For	Maintenance of the nominal ledger, including reconciliations.  Responsibility for maintaining the fixed asset register.  Work with the Head of Finance to produce management accounts and reports on margins and costs.	Salary Band	Salary currently under review

<b>Overall Job Purpose</b>
<p>To maintain the nominal ledger system including checking that all bank accounts have been reconciled; prepayments and accruals have been posted and reconciled; all income is posted.</p> <p>Reconciling sales, income and deferred income each month from the systems which feed into the control accounts (Stripe, Blackbaud, Paypal, Opayo and SumUp).</p> <p>To have a working knowledge of sales income and invoicing, purchasing and bank payments, credit cards and all other transactional systems in order to cover for colleagues' absence.</p>

**Key Responsibilities**

**Role within the finance department:**

- To be the point of contact for all queries on accounts and to line manage two staff for the sales and purchase ledgers and the payroll function.
- Responsible for checking that all reconciliations (bank and income) have been completed each month and that reconciling items are followed up and resolved.
- Maintain the fixed asset register - post depreciation, purchases and disposals each month.
- To review the nominal ledger each month, ensuring all control accounts are reconciled.
- Assist Head of Finance to produce monthly management accounts, margin reports and costings.
- To maintain a set of basic written instructions which are accessible to colleagues so that they would be able to undertake the key aspects of your role in your absence
- Propose improvements to the accounting systems and processes and work with the Head of Finance to implement them.
- Assist the Head of Finance in other financial reporting and analysis tasks from time to time as required.

**Management responsibilities**

- Line manage two staff (sales ledger, purchase ledger and payroll function) plus one contractor who assists with the income posting and reconciliation

**Key competencies**

- To be accurate and precise in calculations, invoicing and processing, and to work in a methodical and structured manner.
- To have excellent time management skills.
- Have a thorough understanding of the principles of accounting and bookkeeping.

**Key Relationships**

- You will report to the Head of Finance
- You will work in close collaboration with other members of the Finance department

**Other relationships**

- Develop and maintain good working relationships with all co-workers including those in other departments.
- Develop and maintain a good working relationship with the Assets Manager.
- To develop good working relationships with external organisations and people such as course participants, visitors, suppliers, auditors, banks, HMRC.
- To be professional, courteous and pro-active in assisting others.

## **Pastoral Responsibilities**

The role includes responsibility to embody the Foundation's spiritual principles as an example for others:

- Maintain awareness of the Foundation's spiritual principles and of your own spiritual life while engaging in your life and work within the Foundation.
- Share your experience of living in the Findhorn Foundation transformative learning centre with fellow co-workers, community members, programme participants and our donors.
- Offer guidance, care for others' spiritual wellbeing and support their spiritual enquiry, commensurate with your own experience.
- Use and lead others in the Foundation's practices of attunement, meditation, sharing and celebration.

## **General Duties Applicable to All Co-Workers**

1. To undertake all duties and responsibilities in accordance with Foundation policies, including Equal Opportunities; Data Protection; Health & Safety; Safeguarding; Professional Practice and Quality and Financial regulations. To report any concerns to the appropriate person
2. To adhere to the requirements laid out in the Findhorn Foundation's Handbook.
3. To fully embrace the Findhorn Foundation's spiritual beliefs and purpose, sharing your experiences with others and acting in accordance with the Common Ground.
4. Attend weekly departmental attunements
5. Attend co-worker meetings (critical workload permitting)
6. To take full responsibility for your personal professional development and training
7. To participate in the Foundation's Performance Appraisal Development Programme; agree an action plan; and undertake the required training in order to continually update skills and meet the requirements of the Foundation and Departmental Strategic Plans
8. To undertake such other duties as may reasonably be required, commensurate with your role, at your place of work or other premises

*It is the practice of the Foundation to periodically examine co-worker's job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager, in conjunction with HR, with the co-workers working directly to the manager. You are expected to participate fully in such discussion and, in connection with them, to review and your job description to bring it up to date if this is considered necessary or desirable, and to discuss it with your line manager. It is the Foundation's aim to reach agreement on reasonable changes, but if agreement is not possible the Foundation reserves the right to insist on changes to your job description after consultation with you.*

Signed

Date

Post Holder

Signed

Date

Line Manager

**PERSON SPECIFICATION**

<b>Details:</b>	
Job Title	Finance Manager
Department	Finance

<b>Knowledge &amp; Skills</b> <i>(What does the role holder need to know and do)</i>	<b>Desirable (D)/ Essential (E)</b>	<b>Assessment Methods (A/QA/I/T)</b>
Very good working knowledge of bookkeeping, particularly on Xero, and of all the systems that feed into the accounts.	E	A; I
Ability to remain professional and calm under pressure.	E	A; I
Good interpersonal skills including good written and verbal reasoning skills.	E	A; I
Good organisational skills including good time management and workload management and prioritisation.	E	A; I
Good problem-solving skills, good judgement and decision-making skills including the ability to work either independently or within a team.	E	A; I
Good IT skills with a willingness to keep up to date.	E	A; I
<b>Qualifications</b> <i>(What formal qualifications are required for the role?)</i>	<b>Desirable (D) / Essential (E)</b>	<b>Assessment Methods (A/QA/I/T)</b>
A Levels or equivalent	E	A; I; QA
Degree or equivalent is desirable	D	A; I; QA
AAT or equivalent qualification	E	A; I; QA
ACCA or CIMA qualification or above is desirable	D	A; I; QA

<b>Experience</b> <i>(What experience does the role holder need to have?)</i>	<b>Desirable (D) / Essential (E)</b>	<b>Assessment Methods (A/QA/I/T)</b>
Minimum 4 years bookkeeping experience	E	A; I;
Minimum 2 years with overall responsibility for nominal ledger	E	A; I
<b>Personal Attributes/Attitude</b> <i>(How does the role holder need to think and act?)</i>	<b>Desirable (D) / Essential (E)</b>	<b>Assessment Methods (A/QA/I/T)</b>
Alignment with and commitment to the principles and objectives of the Findhorn Foundation and the Community Common Ground principles	E	A; I
Integrity, dependability and openness with commitment to good governance	E	A; I
Ability to hold responsibility and accountability for your own work	E	A; I
Clear communicator and able to work as part of a team	E	A; I
Ability to manage a small team to ensure deadlines are met	E	A; I
Flexibility when needed to assist the wider department and organisation	E	A; I

A = Application

QA = Qualification Audit

I = Interview

T = Task i.e., assessment centre

***In service to Spirit, Humanity and the Earth***

*Finance Manager Role Profile & Person Spec - Jun 2022*