

# Finance Manager

## Role Profile



### Purpose of Role:

- 1) To develop and deliver our financial processes
- 2) To ensure all financial data is accurate
- 3) To provide relevant financial information to stakeholders

**Responsible to:** Chief Operating Officer  
**Responsible for:** Senior Finance Officer  
Finance Officer  
Finance Assistants (x2 via Senior Finance Officer)  
**Band:** F

### Duties of the Role

#### To develop and deliver our financial processes:

- Ensuring the Finance team complete all tasks successfully within deadlines, using the relevant processes, and keeping appropriate auditing records and evidence
- Maintaining appropriate levels of expenditure limits within the organisation for the relevant period of the year
- Develop and communicate timescales and deadlines for our financial procedures to relevant stakeholders
- Overseeing the processing of the monthly and four-weekly payrolls
- Reviewing, developing, and implementing processes & systems to enhance the finance offering and level of service
- Leading the Finance team in delivering great service to our members and staff.
- Keeping up-to-date with any legislative or other financial requirements

#### To ensure all financial data is accurate:

- Ensuring that balance sheet accounts are reconciled on a monthly basis
- Maintaining auditable files and records of all transactions
- Reconciling all cash handling within the organisation on a regular basis.
- Reviewing trial balance, profit and loss, balance sheets on a regular basis
- Maintaining the fixed assets register and validating depreciation on a monthly basis
- Liaise with the Lettings Manager to ensure accurate information is held for landlords and tenants' deposits and rents
- Support the Activities Team in providing financial information to clubs & societies
- Work with our external auditors to successfully deliver the annual financial audit

# Finance Manager

## Role Profile



### To provide relevant financial information to stakeholders:

- Overseeing credit control to ensure monthly statements and debtor letters are distributed and taking all necessary action for the recovery of funds.
- Monitoring the purchase ledger to ensure all accounts are current and in line with received statements
- Compiling all necessary information for the month end process
- Providing all relevant information for the year end process and audit
- Ensuring all statutory information is reported on schedule to the relevant external agency
- Liaising with budget holders to provide regular information about performance against budget on a relevant basis
- Support the production of papers for Trustee Board and sub-committees detailing SUSU financial performance

### Contribute to the overall effectiveness of the Union by

- Managing your staff team, in line with policies and procedures covering the wide range of staff management issues, including: recruitment, induction & probation, personal development, performance management, disciplinary & grievance, holidays and absence management
- Preparing and managing the relevant budget(s), using resources effectively and efficiently, acting upon variances and taking account of financial procedures
- Developing and maintaining relationships with key internal and external stakeholders
- Participating in and driving personal learning and development
- Attending all meetings and training events, as required
- Ensuring that statutory and legal obligations are met
- Supporting the implementation of the SUSU strategy, promoting our aims and values through the goals of the departmental Operational Plan
- Promoting SUSU's various policies within your work, in particular Health & Safety, Equality, Diversity & Inclusion, and Sustainability
- Contributing to the positive image of the University of Southampton Students' Union with students, University and the local community working with the team to ensure a full service is always provided, providing cover as necessary
- Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives
- Completing such other duties as may be reasonably prescribed by SUSU, appropriate to the grade and responsibilities of the post

# Finance Manager

## Role Profile

### Role Specification

We have described below the range of experience, qualifications, knowledge, skills and attributes we are looking for. We will use this to manage our selection process and also to identify any training and development needs once in post.

KEY/QUALIFICATIONS/EXPERIENCE REQUIRED	ESSENTIAL	DESIRABLE
Qualified to a minimum of AAT level 4 or ideally ACCA / CIMA / CIPFA / ACA part/newly qualified or willing to attain	X	
Experience of working within a varied finance function	X	
Experience of overseeing a payroll function, either in-house or externally		X
Knowledge and experience in using accounting packages - ideally Sage 200 and Sage 50 Payroll	X	
Experience of developing and working within systems and processes to record financial transactions	X	
Experience of budgeting, working with financial procedures and drafting financial policies	X	
Sound judgement and ability to handle competing priorities and a challenging workload in a pressurised environment	X	
Experience of banking procedures and cash handling	X	
Experience of working within a charity, higher education, or public service environment		X
Understanding of relevant charity legislation		X
Knowledge & understanding of VAT and partial exemption schemes	X	
Knowledge of relevant HMRC legislation	X	
Knowledge of Anti-Money Laundering legislation and best practice		X
Highly competent user of Excel and Microsoft Office suite	X	
Experience of supervising and coaching a team of staff to deliver high performance	X	
Excellent written and verbal communication skills across a range of mediums and audiences, able to communicate financial information clearly	X	
Excellent organisational skills and meticulous attention to detail	X	
Strong analytical skills, able to analyse data and present recommendations	X	