



# FINANCE MANAGER (0.5 FTE)

## Job Description, Person Specification and Terms of Service

### Background to the organisation

TB Alert, the UK's national tuberculosis charity, works in the UK and internationally to fight a disease that claims 1.8 million lives a year.

Our mission is to work towards the control and ultimate elimination of TB by increasing access to effective treatment for all. We do this by:

- raising awareness of TB in the UK, and bringing together health services, the voluntary sector and service users to plan and deliver TB services that best meet the needs of patients and communities
- developing and funding projects in Africa and Asia to find people with TB, ensure they are correctly treated and support them to a successful cure
- advocating for greater global priority for resources to combat TB.

### Job purpose

This post has responsibility for the financial management functions underpinning the charity's work. The postholder will also manage a Finance and Administration Officer and so needs to have a broad understanding of administration functions.

We are seeking a person who is motivated to make the job function and organisation constantly more effective and efficient, has a specific interest in working in the voluntary sector and being part of a close-knit and enthusiastic team.

### Main duties

- 1 Ensure the integrity of the finance function.
- 2 Manage the input of financial data into QuickBooks.
- 3 Work with the Chief Executive and programme teams to prepare annual budgets and regular updated forecasts.
- 4 Produce management accounts and monitor cash flow.
- 5 Co-ordinate the production and audit of end of year accounts.
- 6 Manage payroll and act as pensions administrator.
- 7 Manage payment processes, including internationally in foreign currencies.
- 8 Complete and submit statutory returns and ensure compliance.
- 9 Work in accordance with and periodically update TB Alert's finance procedures manual.
- 10 Manage the work of the Finance and Administration Officer, who will be responsible for bookkeeping, HR, IT and general administrative support, and cover that person's work as necessary during their leave or other absences.

## **Terms of service**

### **Reporting to**

Chief Executive

### **Hours of work**

17.5 hours per week undertaken during normal office hours, on days that are mutually agreed

### **Salary**

NJC scale PO2, commencing between £15,685 - £16,536 (pro rata based on £31,370 - £33,071)

### **Benefits**

Optional pension: employee contribution 5%; employer contribution 6%

Annual Leave: 12.5 days plus statutory holidays (pro rata based on 25 days FTE).

### **Probationary period**

Six months with an interim review at three months

### **Place of work**

*TB Alert's* head office in Brighton

## **Application procedure**

To apply, please complete [TB Alert's application form](#). Please note that we do not accept CVs.

Please email your application to [recruitment@tbalert.org](mailto:recruitment@tbalert.org). If you would like to speak about this post before applying, please contact Mike Mandelbaum, Chief Executive, on 01273 234865.

Deadline for applications: Sunday 11<sup>th</sup> June 2017.

## **Interview schedule**

Interviews: Wednesday 21<sup>st</sup> June 2017 in Brighton.

You will be informed by Wednesday 14<sup>th</sup> June if you have been invited to interview.



# FINANCE MANAGER

## Person Specification

			Essential or Desirable
Experience	1.	Managing all aspects of finances in a small to medium sized organisation	E
	2.	Industry standard double entry accounting software (preferably QuickBooks)	E
	3.	Producing regular detailed management accounts (including balance sheet and cash flow analysis), financial reports and budget setting	E
	4.	Working with external auditors to produce annual audit	E
	5.	Managing payroll and pension processes	E
	6.	Invoicing and credit control	E
	7.	Day to day office management	D
	8.	Line management experience	E
	9.	Accountancy qualification or part-qualification e.g. CIMA, ACCA, ACA, AAT, or qualified by experience	E
Knowledge & Understanding	10.	Knowledge of HMRC including PAYE, Gift Aid returns and managing related reporting forms/paperwork	E
	11.	Understanding of SORP 2015 and ongoing compliance	D
	12.	Knowledge of Excel at an advanced level (e.g. IF statements, VLookup)	E
	13.	A working knowledge of charity law	D
Personal Attributes	14.	Effective communication skills at all levels of an organisation, including Board level, and with external stakeholders in the non-profit, commercial and statutory sectors	E
	15.	Ability to be manage, plan and prioritise workloads effectively	E
	16.	A commitment to equal opportunities practice	E