



Job Description

1. JOB DETAILS

Job Title:	Finance Manager
Location:	Office (4 days) and home (1 day)
Contract type:	Full time, permanent, Mon-Fri
Team/Directorate:	Finance
Responsible to:	Director of Finance, ICT and Investments

Salary: [£50k to £55k, depending on experience] plus generous benefits

2. JOB PURPOSE

To assist the Director of Finance, ICT and Investments with managing the finances of MMHS, leading on the production of management accounts and financial forecasts

To provide financial support to the Director of Finance, ICT and Investments

To work closely with the Director of Finance, ICT and Investments to improve finance processes and procedures to ensure a smooth and transparent financial operation

3. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

3.1 Key Activities

- Prepare the MMHS monthly management accounts (including budget-holders' management accounts) and assist in the preparation of financial year end accounts to provide a financial summary and all relevant data to the Director of Finance, ICT and Investments
- Scrutinise budgets/forecasts with individual budget-holders and provide any necessary assistance
- Assist the Director of Finance, ICT and Investments to ensure the auditors have all of the relevant documentation to fulfil their role
- Act as the go-to person for operational financial queries
- Manage and reconcile day-to-day MMHS financial accounting processes to ensure accuracy in the production of the accounts that meet organisational needs

- Manage accounts receivable and accounts payable, ensuring timely invoicing and payments
- Maintain the annual refurbishment records to include recording capitalisation at the year- end
- Supervise the analysis of leasehold service charges to make accurate payments and charges
- Manage and maintain the equity accounting records to ensure transactions and records are accurate
- Prepare and submit the monthly payroll as required, including pension contributions, to ensure the payroll bureau has precise and current information to ensure employees are paid accurately and manage all HMRC compliance matters
- Maintain and manage the Property fixed assets spreadsheet and perform annual desktop valuations.
- Update component accounting records to inform on accurate valuations of assets
- Manage and maintain the general office equipment fixed assets register, updating accounting records as appropriate
- Communicate with MMHS's bank, the Central Finance Board of the Methodist Church, and MMHS's investment managers, to ensure smooth running of banking and investment transactions and accurate accounting records
- Perform cash management duties to ensure organisational cashflow requirements are met
- Where required assist the Director of Finance, ICT and Investments with the presentation of financial information to staff and trustees

3.2 Key Relationships – Internal & External

- The Director of Finance, ICT and Investments
- All employees of MMHS
- MMHS's Bank
- MMHS's Auditors
- Consultants
- Contractors
- Statutory authorities
- Service providers
- Ministerial residents

3.3 Health & Safety

- Adhere to Health and Safety guidelines and fire regulations
- Comply with safe working practices as defined by MMHS
- Complete online training as and when required
- Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work
- Report any accidents, incidents or near misses as soon as reasonably practicable

3.4 General

- Be aware of and adhere to MMHS policies at all times
- Take part in progress/performance reviews throughout the year
- Co-operate with other MMHS departments to achieve good outcomes for our residents, applicants, colleagues, and contractors
- Attend training courses and complete online training modules as required to meet the requirements of the post
- Take responsibility for own personal development, seeking out opportunities to learn new skills
- Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role or necessary for the smooth running of the business.

3.5 Other

- Always apply MMHS values and behaviours to every aspect of the role
- Protect and enhance the interests and reputation of MMHS internally and externally
- Demonstrate sympathy with the ethos and values of MMHS

Finance Manager

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and specific training	CIMA, ACCA or ACA qualification	
Experience	A minimum of 5 years' experience in an accounts/finance department /accountancy practice	Demonstrable experience of housing Demonstrable experience of the third sector
Knowledge	Detailed understanding of accounting software	
Skills	Strong Excel skills Developed IT skills	
Personal attributes	Self-motivated Accurate and attention to detail Diligent Able to work alone and as part of a team Hard Working Flexible	
Additional requirements		