

Finance Manager at Medact

Salary: £39,590 per year, pro-rated (annual increments awarded based on tenure)

Contract: Permanent

Hours: Part time, 2 days/14 hours per week

Location: The Medact office is in London. Staff work from home or from our office in Hoxton. We work together in the office one day per week, and those staff based outside London come in at least once a month. Applications from outside London are encouraged.

Apply by: 9am, Monday 12th June

Job Role & Purpose

Medact's Finance Manager will hold responsibility for our day-to-day financial management, budgeting and financial reporting, and will support the Executive Director in setting yearly budgets and recommending key financial decisions to the Board of Trustees.

Job Description

Budgeting and management reporting

Manage our system of project and organisational budgeting, including:

- Producing project budgets for new grant applications
- Updating financial projections based on secured and targeted income
- Managing allocation of expenditure to projects, including categorising of direct expenditure, and recharging of salaries and overheads
- Produce spending reports for projects as required by project managers and/or funders
- Produce quarterly management accounts for the organisation, tracking spend against budget

Supporting financial decision-making

- Support the Executive Director in setting our annual Organisational Budget
- Produce ad-hoc cost models where relevant to organisational decision-making e.g. implications of proposed HR policies or proposed new roles or structures
- Support our Treasurer with narrative reporting on our financial position, and attend board meetings where necessary to support financial reporting to the Board
- Work with our Treasurer to ensure adequate organisational insurance cover is in place

Banking

- Support our Treasurer with management of our banking arrangements, including ensuring correct account operators / signatories / signing authorities / deposit levels

Day-to-day income & expenditure processes

- Work with our Head of Operations to process and account for all organisational income, including:
 - Complete requisite paperwork for grant payments (e.g. invoices / receipts)
 - Manage our regular donation platforms and corresponding accounting integrations, with our accounting software (Xero) and CRM (CiviCRM)
 - Handle occasional other income - such as one-off donations or legacies
 - File Gift Aid claims for eligible donations
- Work with our Head of Operations to process and account for all organisational expenditure
- Work with our Head of Operations to run monthly payroll
- Ensure necessary adjustments are made in line with our policies on annual increments / holiday pay / parental leave / pension entitlements

Statutory reporting

- Lead on preparation of our accounts, working closely with our Treasurer and managing relationships with our external independent examiner.
- Work with our Treasurer to ensure compliance with all our reporting requirements for Companies House, Charity Commission, HMRC and the Pensions Regulator

Developing systems & policies

- Develop or refine existing finance, resource or remuneration policies and procedures as needed.

Team and organisation

- Help to foster Medact's collaborative, inclusive working environment in which all staff feel valued and invested; and in which we support each other to work effectively while maintaining a healthy work-life balance
- Attend and contribute to team meetings and discussions and play a role in development of joint projects and strategies, as appropriate within your part-time hours
- Ensure that all of your work, including engagement with colleagues, our movement, and other stakeholders, is consistent with principles of anti-oppression and health equity

Person Specification

Essential

- Demonstrable skills in financial analysis, budgeting, day-to-day financial management and financial reporting
- Experience of working successfully on organisation-wide financial management, and an understanding of the key elements of management accounting
- Experience of managing or monitoring budgets, and of managing budgets with funds coming from different sources, including restricted funds
- Demonstrable risk management experience, and ability to analyse risks and benefits in a strategic way in order to solve complex problems

- Excellent attention to detail, and the ability to make judgements about the level of detail needed for different contexts
- Experience and confidence using accounting software such as Xero, and IT skills needed to manage donation platforms and integration with our CRM (CiviCRM)
- Experience of leading, or working on, audit or independent financial examination
- Highly organised: able to manage multiple priorities at once and manage own time effectively
- Excellent verbal communication, listening and interpersonal skills, able to communicate complex information clearly and effectively with a variety of people—including those without a financial background
- A commitment to helping us achieve our social justice and health equity goals
- A strong team player who can contribute to our friendly, small office team

Desirable

- Finance or accountancy qualifications
- Experience working in a values-based organisation, and an interest in Medact's values and mission to ensure everyone can exercise their human right to health.
- Other operations management experience, such as IT or HR management.