

JOB DESCRIPTION

JOB ROLE: Finance Manager

JOB HOLDER:

JOB PURPOSE: To supervise the Finance Assistants on a day-to-day basis, and to complete financial processes to ensure the smooth fiscal operation of the MBA. As part of this, to prepare financial analysis for projects on a monthly basis and to prepare and submit grant claims and other project reports as required.

ACCOUNTABILITY: Reporting to the Director of Finance

Essential experience/skills/qualifications:

- Qualified or qualified by experience accountancy professional (e.g. CMA, ACCA)
- Experience of managing a small team
- Proactive analytical thinker with good communication skills
- Problem solving approach
- Extensive experience of reviewing and analyzing financial data
- Advanced Excel skills
- Payroll experience

Desirable experience/skills/qualifications:

- Experience with UK and EU grant funding
- SAGE Accounts and SAGE Payroll
- Experience of working within a charitable or research focused organization

Key responsibilities and skills

- Grants and contracts:
 - Prepare accurate monthly project reports for budget holders.
 - Analyse project data and prepare forecasts as required.
 - Prepare and submit grant and contract claims and invoices.
 - Liaise with funding bodies and auditors with regards to projects, ensuring all queries are dealt with in a timely and efficient manner.
 - Analyse data and prepare full economic cost calculation to support overhead rates and submit to UKRI for approval.
 - Cost facilities for access by external users.
 - Assist with the submission of proposals by ensuring the appropriate costs and other financial information is accurately included.
 - Compile, calculate and then consult with Plymouth University regarding the calculation for the annual MRes Funding allocation.
- Financial processes:
 - Oversee the accurate inputting of the sales, purchase and nominal ledgers.
 - Input and maintain Management budgets on the accounting system.
 - Implement Budgeted staff cost allocation.

- Assist with the accurate preparation of management accounts, including staff and salary allocations, prepayments, accruals and Grant journals.
 - Prepare monthly Control accounts.
 - Prepare cash-flow ensuring the Director of Finance is alerted to any shortfall.
 - Conduct a monthly Account check on Nominals, Departments and VAT coding.
 - Ensure that all invoices are raised and paid in a timely manner.
 - Oversee the setting up of bank payments and authorise the payments ensuring they are accurate and timely.
 - Ensure all Common room invoices and transfers are raised.
 - Oversee the Petty Cash account and the banking of the MBA and Common Room income.
 - Oversee the preparation and payment of monthly payroll, including required statutory notifications and submissions as well as any overseas payments required.
 - Compile a Monthly Salary reconciliation, with all relevant information held in PDF copy, ready for any Audit or Claim requirement.
 - Maintain Fixed Assets schedule.
 - Claim Fuel duty for the MBA's research vessel from HMRC at regular intervals.
 - Ensure year to date payroll reconciliations are prepared each month and maintain records of any joiners and leavers and pay rise/Pension changes.
 - Prepare funds summary at the year-end.
 - Assist with year-end closure of accounts including Balance sheet account reconciliation and the production of schedules.
 - Assist with the Annual Financial Statements audit.
- General:
 - Line manage two Finance Assistants
 - Provide financial analysis and management reports as required.
 - Deal with day to day enquiries within the Finance Office.
 - Deputise for Director of Finance in their absence.
 - Undertake any other tasks identified as being within the job holder's capabilities.