

Finance Manager Finance Team

£30,000 to £35,000

Access to Ross-on-Wye offices/flexibly work from home



Job Description: Finance Manager

Reporting structure

Reports to: Director of Finance & Resources

Line Management: Accounts Officer

Overall purpose and objective

The post holder manages an excellent financial accounting service to MCS by developing and managing financial processes; management of the Accounts Officer and ensuring accurate accounting and adherence to all internal controls.

Key responsibilities

- 1 Manage all accounting of the purchase ledger, sales ledger, stock, fixed assets, banking and other current assets / liabilities to ensure accurate accounting of all MCS financial transactions and an excellent level of customer service provided to the MCS team
- 2 Lead on the monthly production of management accounts for budget holders
- 3 Manage the Accounts Officer post including recruitment, management, personal and professional development.
- 4 Lead on the development, implementation and maintenance of financial policies and controls.

Main duties

Financial accounting

- Responsible for the accurate and timely accounting of all financial transactions, including the purchase ledger, sales ledger, stock, fixed assets, banking and other current assets / liabilities such as accruals and prepayments.
- Responsible for the authorization of income batches from the CRM and monthly reconciliations between the CRM and finance system.
- Responsible for the monthly accounting of staff costs and other payroll transactions.
- Ensure financial procedures are followed, including monthly control account reconciliations and bank reconciliations.
- Ensure the Finance team is processing all financial transactions accurately, promptly and providing an excellent level of customer service to the organization.
- As a senior member of the finance team, authorizing signatory for payments including purchase ledger and payroll.
- Prepare group VAT returns and ensure accurate accounting for VAT, including partial exemption calculations.
- Lead on the development of cash forecasts and support the Director of Finance & Resources with effective cash management.
- Responsible for running accurate and regular Gift Aid claims via the HMRC website.
- As a senior member of the finance team, provide back-up support to the Grants Finance Manager when required.

Management accounts and reporting

- Oversee the timely production of the monthly management accounts, and issue accurate reports to all budget holders.
- Support budget holders by answering transaction queries.
- Support the Director of Finance & Resources with the preparation of the Annual Report and Accounts and detailed back up schedules.
- Liaise with the auditors and ensure timely, accurate provision of all information needed for the annual audit and any other ad hoc audits (eg HMRC, funding audits).

Finance Team Management

- Ensure that the Accounts Officer(s) are motivated and guided to contribute fully to the delivery of the Finance team plan and the wider realisation of MCS mission, vision, goals and objectives.
- Ensure regular and effective review, appraisal and regular 121s of staff performance is carried out in accordance with MCS procedures.
- Support the development of the Finance team plan, ensuring that work is planned to realistic timetables, team members are aware of their roles and responsibilities and that work can be completed within working time and resources available.

Lead on the development, implementation and maintenance of financial policies and controls

- Lead on the management and development of the accounting and purchasing systems at MCS, ensuring that they are fit for purpose and used in the most efficient manner by all relevant staff.

General

All colleagues are required to act responsibly in terms of the health, safety and welfare of yourself and colleagues in accordance with our Health & Safety Policy and Procedures, and the policies as set out in the Employee Handbook.

All colleagues are required to comply with our financial procedures, and with our policies on keeping data secure.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders may be requested to undertake other reasonable duties and responsibilities relevant to the nature, level and scope of the post as advised by their Line Manager.

Person specification

Proven experience and competencies	
Essential	Proven ability to manage Finance accounting function including purchase ledger, sales ledger and banking in an environment with complex and highly varied transactions. Proven ability to produce accounts to trial balance. Detailed knowledge and experience of accounting for VAT, including cash accounting scheme and partial exemption recovery. Proven ability to manage employees, including recruitment, development, support and supervision.
Desirable	Proven ability to manage Finance accounting function in a charity. Proven ability to produce accurate management accounts Proven experience of claiming gift aid. Experience of accounting for VAT groups.
Skills and abilities	
Essential	Demonstrable track-record in management of financial procedures, including enforcement across an organisation. Excellent Excel spreadsheet analysis skills.

	<p>Excellent planning and organisational skills, including ability to prioritise heavy workload, time management and effectively work to deadlines.</p> <p>Excellent attention to detail.</p> <p>Excellent problem-solving skills</p> <p>Ability to provide a strategic overview, assess impact of actions on overall operations and apply a solutions-based approach.</p>
Desirable	Proven ability to develop financial procedures and systems.
Qualifications, training and Knowledge	
Essential	<p>Several years' experience of successfully running financial accounting function, equivalent to accounting technician qualification.</p> <p>Detailed knowledge of sound financial practice, controls, procedures and systems.</p> <p>Experience with book-keeping software</p>
Desirable	<p>Part qualified accountant or full accounting technician qualification.</p> <p>Knowledge of Charity SORP.</p> <p>Knowledge of intercompany accounting and consolidation.</p> <p>Experience of Access Financials.</p>
Personal Qualities	
Essential	<p>Able to inspire and motivate teams and individuals.</p> <p>Flexible and adaptable approach to work.</p> <p>A resilient and highly motivated individual, able to work on their own initiative as well as within a team.</p> <p>A management and personal style that is supportive, approachable, responsible, reliable and personable</p> <p>A good team player who places emphasis on building open and supportive relations and working by example.</p> <p>A desire to promote positive change and seek ongoing improvement in working practices.</p> <p>Attention to detail, and tenacious attitude to resolving accounting problems.</p>

How to apply

Send your CV and a cover letter to hr@mcsuk.org with the role you're applying for in the subject line.

Your application is made anonymous so please keep personal information on your cover letter and CV to a minimum and ensure you send your documents in a format that can be edited in Microsoft Word – no Pages format or PDFs, please

What we need to see

For your **cover letter** we are looking for you to tell us how your experience meets the role requirements. Please refer closely to both the job description and the person specification when completing this. Your cover letter should include examples of your experience which provides evidence of how you meet the job criteria and person specification and what skills you bring which would make you successful in the role. Your **cover letter** should also let us know what inspired you to apply for this role with us – tell us what it is about our work that attracted you to the organisation and the position.

We find that stronger applications have a cover letter – to give yourself the best opportunity for this role, please ensure you include it.

Selection process

If you're invited for an interview, you may be requested to prepare a task in advance, or take part in a group activity as part of the assessment process – we'll let you have all the details in the invitation to interview. If you feel you require any reasonable adjustments which would support you in fully taking part in the interview process, do let us know.

The legal bit

If you're successful, all offers of employment are conditional, subject to the following:

- candidates are required to provide proof of eligibility to work in the UK and will be required to present original documents if invited for interview. Information on what you'll need to show will be provided as part of the invitation to attend an interview but you can read more on the Home Office UK Border Agency website: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>
- receipt of two references which are satisfactory to MCS.

If you would like to speak to us please call the HR team on 01989 561574

Key dates

Closing Date:

Wednesday 2 December 2020

Interviews:

Friday 11 December 2020 (some flexibility)

Strategy 2018 - 2028



Our vision

Seas full of life - seas and coasts where nature flourishes and people thrive.

Our mission

To lead political, cultural and social change for healthy seas and coasts that support abundant marine wildlife, sustainable livelihoods and enjoyment for all.

Who we are

Our scientists, campaigners, volunteers, advocates, data experts, fundraisers, divers and researchers are all passionate about creating a sustainable future for our seas.

What we stand for

Science and people - our staff, volunteers, supporters and partners - are at the heart of everything we do.

We act because everyone relies on the ocean to survive, from the air we breathe to the food we eat. By helping people to discover, value and enjoy being connected to our seas, we can all make better decisions today, which will ensure seas full of life for future generations.

We believe in fair, open and accountable democratic institutions, in an inspired and engaged society that values the sea and in businesses that are sustainable.

We are committed to being inclusive and promoting diversity.

What we need to achieve

We need to stop taking too much out of our seas – MCS will work to ensure sustainable use of the seas by minimising harm when we harvest resources, for example, through fishing.

We need to stop putting too much into our seas – MCS will work to prevent and clean up marine litter and pollution, and to minimise damage from development and climate change.



Our Story

The Marine Conservation Society (MCS) grew from the hard work and forward-thinking of a great number of people, many of whom still actively support us today.

There was a growing awareness about the state of our seas in the early 1970s, especially amongst scientists and SCUBA divers, who devised Underwater Conservation Year 1977.

The event gave momentum to form the Underwater Conservation Society. More and more it became clear how much work was needed to influence policy, and to drive public engagement in marine conservation, and we changed to become the charity we still are, the "Marine Conservation Society", in 1983.

Since that time, MCS has achieved major successes in protecting special wildlife, tackling marine pollution, helping the seafood-buying public, and influencing Government and industry.

Today, more than 11,000 supporters fund our work through membership, donations, and turtle adoption schemes.

And last year, more than 27,000 MCS volunteers cleaned up our beaches and helped us tackle marine litter at source, collecting data used for influencing government in the process.

Many millions of people are now aware of our vital work through our sustainable seafood, pollution and wildlife programmes, wildlife recording surveys, campaigns and education work.

We operate from a main office in Ross-on-Wye, Herefordshire, with offices in London and Edinburgh. We employ a team of 70 people, based in these offices and working remotely in the regions.



Working with MCS

Hours of work	Our normal full-time working week is 35 hours. We offer Time Off in Lieu (TOIL) where you may have been required to work in excess of your standard hours and we have a flexible approach to our daily start and finish times in order to support you in balancing your work and home life.
Annual leave	We offer 25 days annual leave per annum increasing with service to 30 days. Bank Holidays are additional and all entitlements are pro rated for part-time or fixed term contracts. Your entitlement to leave increases with service, to a maximum of 30 days after 10 years with us. We also close between Christmas and New Year which is extra to your annual leave entitlement.
Work/Life Balance	We are supportive of flexible working practices and aim to help you balance your role with your home life. We offer TOIL where you've worked on our behalf in your own time and give you a day to take for your own volunteering. Our offices have a relaxed dress code.
Occupational sick pay	MCS seeks to support our team members when they have periods of sickness and once through the probationary period you are entitled to occupational sick pay equivalent to 8 weeks at full pay followed by 8 weeks at half-pay in any rolling year (pro-rated for part-time or fixed-term contracts)
Learning & development	MCS recognises that its employees are fundamental to its success, and seeks to provide an outstanding and distinctive social and working environment in which both the organisation and its employees can flourish and achieve their full potential. We seek to employ and develop high calibre and high-performing staff in order to meet our strategic objectives.
Pension & Benefits	We will auto-enrol all employees into our stakeholder pension scheme after 3 months' service. On a monthly basis, MCS will contribute the equivalent of 6% of your annual salary into our scheme, with you contributing 2%. You may choose to make personal contributions when you commence employment with us, and at any time from then. We are part of the Cycle Scheme to help you buy a bike using salary sacrifice. Our office in Ross-on-Wye has free parking.

Equality & Diversity at MCS

Everyone can expect to be treated with consideration and respect and MCS is committed to providing an inclusive environment for all. Good working relationships release the full potential, creativity and productivity of each individual, in an atmosphere where everyone can learn and work without prejudice, discrimination, harassment or violence.

MCS is an equal opportunities employer, welcoming applications from all sections of the community, particularly those that are under-represented in environmental and charity sectors.

Registered Charity No:
Registered

1004005 (England & Wales) SC037480 (Scotland)
Office: Overross House, Ross Park, Ross-on-Wye, HR9 7US