



Finance Manager

JOB DETAILS	
Job Title:	Finance Manager
Reports to (title):	Head of Finance and Core Services
Date:	January 2018

PURPOSE OF THE JOB
To be the first point of contact for Finance within Cochrane assisting the Head of Finance and Core services in providing an efficient and effective finance function for Cochrane and its subsidiaries

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS
<p>Financial Ledgers</p> <ul style="list-style-type: none"> • Work with Financial Accountant to ensure purchase, sales and general ledgers are accurate and up to date • Ensure payroll process is fully integrated and consultant invoicing/payment process is efficient and effective • Support the Head of Finance and Core Services in ensuring that Cochrane's financial procedures, systems, tolls and internal controls are effective and efficient, and protect the organisation against fraud and other misuse of funds. <p>Business Performance</p> <ul style="list-style-type: none"> • Produce management accounts and performance metrics for use by Heads of Department and Senior Management Team. • Maintain rolling forecasts and cash flow forecasts, ensuring visibility on working capital is maintained <p>Annual Financial Reporting</p> <ul style="list-style-type: none"> • Carry out the annual carbon footprint calculation and any changes to policies or documents required to support this. • Carry out the annual financial monitoring exercise for Cochrane groups and produce all associated feedback reports. • Support the annual audit process. • Support the annual budgeting process improving on existing templates, process and consolidation process. <p>Stakeholder Management and Support - External</p>

- Develop and maintain an effective relationship with banking; credit card; third party payment portal and investment providers, ensuring best use of/most cost effective use funds is maintained
- Develop and maintain an effective relationship with insurance providers managing any claims or queries across the organisation
- Develop and maintain effective relationships with business advisers including auditors, payroll bureaus, tax advisors.
- Maintain and manage relationship with HMRC.

Stakeholder Management and Support – Internal

- Ensure high levels of customer service are maintained across the CET
- Review monthly project reports and meet with budget holders to ensure projects income and expenditure is correctly understood, recorded and funding restrictions are correctly adhered to.
- Provide support to the fundraising team at point of bid and subsequent reports for funders as required.
- Manage the contracts and asset databases
- Provide financial oversight to Cochrane Events working alongside the Events Officer and Local Organising committee
- Provide support to commercial products as required either through setting up new/adjusted processes post launch or during development stages

Other

- Assist in the roll out of any new finance processes or other organisational infrastructure change such as project management and revise reporting to include this new data or support the changes to workflows.
- To support the development of the Finance function, implementing standard operating procedures alongside improvements to controls making full use of IT and automation of processes wherever possible.
- Assist the HR Managers with any finance related queries
- Ensure compliance of all financial matters with that of statutory bodies and relevant regulations by integration in to standard operating procedures.
- Ad-hoc financial tasks

PERSON SPECIFICATION

Essential

- Qualified accountant (CIMA/ACCA)
- Demonstrable experience in managing a complex finance function
- Experience in understanding and meeting end user needs for reporting
- Demonstrable experience in creating financial management packs including linked cash flows and FX impact
- Understanding of restricted funding and SORP requirements
- Advanced Microsoft Excel skills
- Excellent communication skills with the ability to build relationships across the business
- Experience in business partnering with non-financial colleagues
- Have the proven ability to work both independently and as part of a team
- Ability to work to tight deadlines with competing priorities

- Can demonstrate problem solving skills and a practical approach to dealing with day-to-day issues.
- Proven experience of building productive working relationships, both internally and externally.
- Ability to communicate clearly with non-finance employees about financial matters.
- Commitment to **Cochrane’s mission and values**.

Desirable

- Experience of Xero.
- Systems design and implementation.
- Experience of healthcare charity sector.

KEY INTERFACES

Internal: Cochrane’s Central Executive Team, Senior Management Team, Steering Group, Centres, Branches and other entities as required.

External: Funding partners, contract partners, outsourced overseas administration teams

DIMENSIONS

Budgetary responsibility: None

Number of direct and indirect reports: Two - Finance Officer (purchase ledger), Finance Officer (general ledger)