Broadening Choices for Older People (BCOP)

Job description: finance team leader

Purpose and overview

The **finance team leader** (FTL) is responsible to the head of finance for the following activities:

- To contribute to the achievement of BCOP's business plan objectives and the efficiency and effectiveness of the organisation by:
  - Support the provision of an efficient, effective and comprehensive finance department including sales ledger, purchase ledger, management accounts and payroll support by working collaboratively with the finance team.
  - Oversee and take responsibility of routine financial processes including nominal ledger, banking, petty cash debtors and creditors and other monthly processes.
  - Support and lead the business support function within the business units
  - Support & provide training to the business support assistants and budget holders at the business units to ensure that there are effective and efficient financial controls in place to minimize risks to the business.
  - Support the head of finance to ensure that appropriate internal controls are in place through regular internal audits of key processes.
  - Identify and implement recommendations to improve financial processes.
  - Support the head of finance in providing an efficient and effective management and financial accounting function which raises financial awareness within the business and promotes the best use of resources using value for money principles.
  - Support the production of robust financial information that empowers stakeholders to make best decisions for the future financial sustainability of the organisation
  - Deputise for the head of finance as required.

The post holder will be responsible for meeting deadlines set and maybe required to respond at short notice to requests for information or advice. Priorities may change on a daily basis or to support specific projects as required.

JOB DESCRIPTION

Responsible to: Head of finance

Main duties & responsibilities:

Key processes (sales ledger, purchase ledger and payroll)

- Work with internal and external (funders) to carry out the full range of duties associated with maximising income raising and collection.
- Support any administrative duties associated with applying for grants and other sources of funding.
- Supervise and support the finance officers to ensure all income is correctly charged & allocated & all debtors & tenants accounts are reconciled on a monthly basis.

- Produce regular reports including monthly aged debtor analysis and follow up to highlight & reduce any potential arrears and bad debts.
- Supervise and support the finance officers to ensure correct and timely processing of all invoices and payments to the accounting system.
- Produce regular reports including monthly aged creditor analysis and follow up to highlight to improve working capital management and reduce any potential late payments and disruption of supplies.
- Supervise and support the finance officers to ensure that all payroll is processed accurately and on time in order to meet key statutory and monthly deadlines with HMRC and other relevant bodies.

Cash, bank & nominal ledger

- Ensuring cash book, banking and petty cash controls are in place
- Support the head of finance with the production of the monthly cash flow and balance sheet reconciliation.
- Maintain the nominal ledger in accordance with financial policies and procedures.

Management accounts and financial reporting

- Ensure period end journals and adjustments are completed in a timely and accurate manner including clear auditable working papers for review and audit.
- Support and assist the head of finance in the production of timely, accurate and reliable monthly management accounts including key performance indicators.
- Assist the head of finance in the production of annual budgets and rolling forecasts.
- Support the head of finance in making improvements in the quality and accuracy of regular and ad-hoc reports for senior management and trustees.
- Support the annual audit process in conjunction with the head of finance.

Continuous improvements & value for money

- Support initiatives to maximise income, identify and recommend initiatives that help deliver value for money on key areas of the service
- Support key budget holders including business unit managers and support managers i.e. support office including property, operations, HR, CEO with ad-hoc projects that improve value for money or improve ways of working.
- Support the head of finance to identify weaknesses in financial processing and implement recommendations to improve financial controls and to ensure efficient processes making best use of IT applications.

Team working & management of people

- Support the CEO and the senior management team to promote an organisational culture of teamwork through excellent service provisions, high quality, transparency, accountability, innovation and inclusiveness.
- Promote the work of the finance team and the organisation to all stakeholders and create a professional image of the team.
- Work collaboratively within the finance team, key business managers and their support teams.
- Supervise, coach and mentor finance officers to build a highly skilled and motivated team.

- Oversee and set performance objectives and evaluate performance for the finance officers through regular supervisions and appraisals and learning & development plans.
- Deputise for the head of finance as required.
- Carry out any other duties and responsibilities assigned by the head of finance and/or the senior management team.

PERSON SPECIFICATION

Qualities	Essential	Desirable
Skills and Abilities	• Working knowledge of computerised finance & other systems, including Microsoft office & Accounting systems • Excellent financial skills including the ability to produce accurate quality financial information and interpret and present information for non-accountants • Excellent interpersonal skills through written and verbal communication and presentation skills • Excellent organisational skills and the ability to prioritise work • Ability to problem solve, work positively with others to deliver results • Ability to set and agree clear work programme, set objectives, to work to deadlines and manage conflicting priorities • Ability to work with others manage and motivate others as part of a team and supervise coach and mentor members of the finance team • Ability to manage and lead improvement projects • Excellent influencing skills • Manage and motivate the finance team including developing individuals through effective coaching and mentoring • Ability to use own initiative as well as work as part of a team and cover for colleagues as required	Advanced IT skills including use of Excel
Job Knowledge	• Awareness of Charity Accounting SORP, HMRC and other statutory regulations & reporting requirements • Awareness of company legislation • Awareness of the Social Housing Regulations • Good knowledge of the BCOP Business	• Good understanding of the not-for profit sector • An understanding of the work and procedures within charities, social services and the health sector

	• Awareness of the Financial controls environment	
Experience	• Minimum 3 years' experience working in similar roles • Experience of accountancy systems and computerised general ledgers • Experience of dealing with senior stakeholders • Experience of staff management	
Commitment & Behaviours	• To the values of the organisation. • To the value of older people within society and their needs • To continuous improvement. • To professional standards • Commitment to achieving excellence • Demonstrate responsibility & ownership for BCOP and accountability for self • Demonstrate positive mindset looking for continuous improvement for self and others and the organisation • Demonstrate flexibility to deliver organisational objectives • Demonstrate ability to work collaboratively with others	
Qualifications	• AAT or actively studying to complete AAT	
Special Conditions	▪ Integrity, honesty and commitment to confidentiality ▪ Current Driving Licence	