Job Description

**Job Title:** Finance Manager

**Salary:** £39,530 - £47,650 based on band 7

**Supervised by:** The Financial Controller

**Job Contribution:** As a qualified accountant you will be a key member of the finance team at Oriel. The job holder is responsible for bringing the General, Purchase and Sales Ledger information together, developing efficient systems, processes and robust financial procedures.

The job holder will also provide cover for the Financial Controller, the Payroll Officer and the Management Accountant.

**Responsibilities:**

- Line management of Sales Ledger and Purchase Ledger staff;
  - Efficient, accurate service delivery
  - well documented processes and procedures
  - the reconciliation of balance sheet and control accounts
  - prompt and accurate posting and reconciliation of bank transactions
  - optimised transaction processing through integration of data
  - accurate direct debit processing
  - accurate VAT transactional reporting
  - year end schedules for accruals, deferrals and prepayments

- Completion of appraisals and supervision arrangements for such staff
- Project Manage the development, implementation of the Purchase Order and Invoice Approvals and other financial system improvements
- Manage and deal with the College’s PAYE settlement and deal with other VAT and taxation queries working with College auditors and advisors
- Review of the bi-weekly payment runs, student battels imports and general ledger journals
- Produce a monthly summary of all cash balances for submission to Finance and Estates Committee
- Report and advise on the investment of surplus cash balances
- Producing monthly operating and investment cashflow forecasts
- Producing and reconciling bursary and scholarship payments on a termly basis
- Provide insight and reporting on expenditure patterns and cost saving opportunities
Qualities and Experience

- At least 4 years’ experience in a similar role
- Strong administrative and organisational skills
- Excellent communication, problem solving and inter-personal skills
- Management experience
- Strong IT skills Excel and of implementing data integrations between different software packages
- Strong problem solving and analytical skills
- Knowledge of Charity Taxation issues
- Knowledge of data protection issues
- Knowledge of charity accounting (Charity SORP) desirable
- Good self-organisation and time-management skills.
- Ability to work accurately under pressure

Qualifications: Qualified (or near qualified) Accountant from a recognised body (ACCA, CIMA)

Hours: 36 ½ hours per week.

Benefits: 30 days annual leave, free meals on duty, membership of USS Pension scheme, cycle Loan scheme, subsidised travel.