

JOB DESCRIPTION

Job title:	Finance & Resources Manager
Department:	Finance & Resources (Central Services)
Responsible to:	Chief Executive Officer
Responsible for:	Finance Administrator; Administrative/Executive Assistant
Salary Scale:	Grade D
Hours of Work:	Full-time. 35 hours a week. Flexibility will be required
Role Summary:	To manage financial affairs of the Students' Union and ensure compliance with the law and Students' Union governing documents. To provide a high level of customer service and maintain high standards within all areas. To provide for the Trustees and Chief Executive, the financial control and financial systems necessary for the effective management, co-ordination, development and reporting of YJSU's finances and business systems. Be a member of the management team and contribute to the strategic direction of the organisation in line with its aims and objectives.

KEY ACCOUNTABILITIES:

This role is accountable for:

- A. To oversee the delivery, and reporting of performance, of the 'Our Finance & Resources' and 'Our Governance' aspects of the strategic plan acting as the lead manager and forming a programme group to undertake a 'stop, start, continue' process to prioritise and assess areas of work;
- B. Being an engaged member of the management team and driving an inclusive, positive and high-performing culture across the Students' Union;
- C. Ensuring there is high-quality, accurate and well-presented financial information made available to the Board, Chief Executive, Finance Committee and line managers;
- D. Ensuring the provision of effective governance support to the Board and committees;
- E. Ensuring wage and pension management practices across the organisation are compliant and in line with good practice and that policies and processes are well developed and effectively maintained.

DESCRIPTION OF RESPONSIBILITIES AND DUTIES:

1. Management

- Determine the direction of the Finance & Resources team and ensure work is aligned to the strategic plan.
- Lead the Finance & Resources team to deliver an exceptional service to customers which is dynamic and innovative in its approach.
- Line Manage all direct reports in line with behaviours outlined in the Students' Union Competency Framework.
- Allocate responsibilities, manage performance and support staff in their personal and professional development.
- Engage positively as a member of the management team, supporting and challenging colleagues to ensure effective collaboration across the organisation.
- To propose and manage the annual Finance & Resources budget.

2. Financial Management including Legal Compliance

- Ensure that an effective financial strategy is in place, to maintain financial viability and to direct funds for the achievement of key objectives;
- Assist the Chief Executive in providing the Officers and Trustees of Students' Union with professional advice, support and training in matters of financial oversight as required.
- Maintain financial control by ensuring that adequate financial procedures and internal control systems are in place across the organisation.
- To safeguard all the assets of the Union by ensuring that control processes are in place to accurately record asset details and ensure their physical security.

- To be responsible for developing, implementing, monitoring and reviewing comprehensive financial procedures for all areas of the Union.
- Responsibility for maintaining the Union's Bank Mandate, ensuring that it is reviewed and amended annually.
- Draft the statutory financial accounts and associated statutory returns in line with the relevant statutory requirements (Charity Commission and Companies House).
- Prepare supporting schedules and disclosures for the statutory financial accounts.
- Prepare VAT and MGD return and ensure that all returns are completed in a timely and effective manner and are submitted to HMR&C without penalty.

3. Management and Financial Accounting

- Overall responsibility for monitoring of the Union's annual budgets, ensuring that budget holders remain within their budgets.
- Prepare for and assist with VAT and external audit inspections and follow up any recommendations made by inspectors and/or auditors.
- To lead in all insurance matters and ensure necessary documentation is held.
- Prepare detailed monthly management reports within agreed timescale.
- Prepare financial planning estimates for specific projects and developments as necessary.
- Advise and monitor budgetary performance for all one-off events and activities.
- Responsible for maintaining the Fixed Asset register, providing estimates of forecast depreciation charges based on capital investment.
- Responsible for the implementation, maintenance and future development of the finance Exchequer system.
- Ensure effective cash management within the Students' Union.
- Process payments and transfers via on-line banking.
- Ensure monthly wage and pension payments are accurately processed and accounted for.
- Issue sundry sales invoices and follow up debtors' payments as necessary.
- Prepare and process Nominal Ledger journals ensuring a high level of accuracy.
- Establish controls for financial systems and develop procedures to improve existing ones.
- To prepare draft statutory annual accounts ready for inspection by the external auditors.
- To produce timely, accurate, monthly management reports to the Finance Committee, and Trustee Board and issue to the budget holders.
- To ensure best value is obtained in procurement processes by staff and Trustees in line with the SU's financial regulations.
- To manage the Students' Union's cashflow and prepare a cashflow forecast as required.
- To prepare for and assist the auditors during the annual audit and provide them with any information as required.
- To ensure the accurate accounting and authorisation of the Clubs and Societies monies, and ensure that all expenditure is spent according to Union guidelines.

4. Other Duties and General Requirements

- To maintain a strong knowledge and understanding of the YSJSU Memorandum & Articles of Association, as applicable to this post, and the nature of its legal requirements.
- Providing advice and training for student leaders and trustees on the Board.
- To understand and uphold the Vision, Mission and Values of the organisation and ensure that these guide and inform the work and conduct of the post holder.
- To attend conferences, training events and staff development days as they arise.
- To undertake duties from time to time, as requested that may be reasonably considered within the scope of the post.
- To carry out all duties with full regard to the Students' Union policies and procedures.

Personal contacts: Staff and members of the Students' Union, staff within the University, Finance Managers in other SUs, external auditors, external and student trustees

Revised: March 2018

PERSON SPECIFICATION

Job title: Finance & Resources Manager

The person specification focuses on the qualifications, experience, knowledge, skills, talents and attitude required to undertake the role effectively.

Requirements	Essential	Desirable
QUALIFICATIONS		
Good general education to A-level standard	X	
Educated to degree level or possessing equivalent qualifications and training		X
CCAB recognised Qualification (or equivalent)	X	
EXPERIENCE		
Substantial experience within a financial management role	X	
Line managing others to build high performance	X	
Working in a democratic, campaigning or membership organisation		X
Experience of devising, implementing and monitoring financial systems	X	
Developing and implementing business plans and strategies	X	
Using accounting packages and related software (e.g. Exchequer and/or Sage)	X	
Project management and leadership		X
Working in a role with oversight of HR and/or wider resource management brief		X
KNOWLEDGE & SKILLS		
Excellent working knowledge of relevant legislation, charity law, employment law and good governance principles	X	
Higher Education sector trends, particularly with reference to the student experience		X
Good practice in relation to HR management, policies and procedures	X	
Excellent oral and written communication skills, including listening skills and report writing	X	
Understanding of principles of outstanding customer service and ability to deliver this to key stakeholders	X	
Ability to establish strong working relationships with a range of different stakeholders	X	
IT systems including Microsoft Office and an understanding of how to use IT systems and data to drive organisational performance	X	
Interpretation and analysis of complex and lengthy reports	X	
Excellent planning, organisation and administration skills	X	
TALENTS & ATTITUDE		
Commitment to equality, diversity and inclusion and ability to engage students and stakeholders from all backgrounds	X	
Discipline driven - committed to high standards, attention to detail and focused on exceptional delivery and robust processes	X	
Flexible and resilient - able to thrive and lead in a busy, fast paced and change-driven environment	X	
Ability to motivate and engage team members to build a high-performing Finance & Resources team	X	
Comfortable working in a democratic, student-led environment with the ability to empower and build constructive relationships with elected leaders	X	