



JOB DESCRIPTION

FINANCE MANAGER

(this post is offered as a flexible part-time role, for 22.5 hours a week, on a permanent contract – potentially well-suited for someone returning from parental leave)

Reports To: Director of Organizational Performance, The Prince's Accounting for Sustainability Project (A4S)

Liaises with: A4S global team, contractors, partners and suppliers, senior representatives from the corporate and finance world, The Prince of Wales's Charitable Foundation (PWCF) and His Royal Highness's other charitable initiatives, A4S and PWCF Board and Governance Committee members.

JOB SUMMARY:

The Finance Manager will have the ability to take ownership of financial planning, management and reporting supporting efficient, effective and timely delivery of A4S activities and delivery of the organization's strategy.

A4S is a rapidly growing charitable organization working with the global finance community. It has a presence in a number of geographies. The post will involve being part of a small core team and liaising with a wide range of individuals in connection with this high profile organization. This is a unique opportunity to influence how senior individuals and organizations respond to the sustainability challenges faced in the 21st century.



MAIN AREAS OF RESPONSIBILITY:

1. Financial planning

- Work with the relevant A4S team leads to translate A4S's aims, objectives and strategy into budgets and fundraising requirements.
- Work with the relevant A4S team members to develop budgets for grant and foundation proposals, ensuring appropriate day rates and allocation forecasting.
- Maintain rolling cash flow and reserves forecasting, including fundraising pipeline, looking ahead a minimum of 12 months.

2. Financial management

- Embed and maintain strong financial processes and controls, including compliance with financial and payroll operating manuals.
- Maintain compliance with all relevant tax, reporting, payroll and pensions requirements.
- Ensure timely request for donations and payments, drawing on outsourced providers as relevant.
- Monitor income against budget and promote proactive income collection within the A4S team.
- Maintain financial monitoring of restricted (and designated) funds in line with donor requirements, tracking expenditure against budget and contract.
- Maintain records of pro bono external support.
- Maintain day-to-day relationship with banks and finance and payroll providers.

3. Financial reporting

- Deliver monthly management accounts, reviewing actuals against budgets and plans, working with the team to develop solutions to potential issues arising.
- Work with the relevant A4S team members to ensure timely and appropriate reporting to grants and foundations.
- Deliver the annual reporting process, working with auditors and the PWCF finance team to facilitate consolidation and the preparation of standalone and group accounts, adopting best practice reporting approaches, including clear communication of impact.
- Prepare quarterly financial reports and supporting narrative for the A4S and PWCF boards as appropriate.

4. Carbon management

- Work with the knowledge and technical team to develop and monitor A4S greenhouse gas emissions reporting to support reduction activities and reporting in the annual report.
- Ensure annual emissions are covered with accredited additional offsets, along with further social and natural capital benefits where possible.

5. General

- Maintain appropriate communications with internal and external stakeholders, modelling A4S's culture and goals.
- Carry out any other duties as needed to meet A4S's aims and objectives.
- Comply with all health and safety rules and regulations ensuring own and others' health and safety at all times.

Hours of Work: Core office hours are 9.00am to 5.30pm, Monday to Friday. This role requires 22.5 hours work within those core office hours; the timing of these hours is negotiable with the successful candidate. Additional hours may be necessary for the proper fulfilment of duties or to meet unexpected or urgent demands.

Location: Your contracted place of work will be central London, but we will support a flexible home working arrangement for the right candidate.

EMPLOYEE SPECIFICATION

FINANCE MANAGER

ESSENTIAL

- Proven ability delivering the financial planning, management and reporting activities of an organization, with experience in the charity sector an advantage.
- Strong organization skills including proven adherence to monthly, quarterly and annual reporting cycles.
- Relevant accounting qualifications, including post qualification experience.
- Extensive delivery and project management experience.
- Strong analytical skills.
- Proven ability to interact with a wide range of people and to develop excellent working relationships, enjoying a collaborative approach.
- Highly IT literate in IT systems and implementation.
- Excellent written and oral communication skills.
- Excellent facilitation skills.
- Experience working with a global organization with operations in a wide range of countries.
- Ability to prioritize workloads to meet tight deadlines, often under considerable pressure, while remaining calm.
- Proven ability to represent complex ideas and materials in a simple and engaging format.
- Proactive and flexible approach, continuously seeking opportunities for improvement.
- High level of attention to detail.
- Proven ability to use own initiative.
- Discreet and able to maintain confidentiality at all times.
- Strong IT skills including Microsoft Office Suite.
- An interest in sustainable business and A4S's mission.

DESIRABLE

- Experience of working with Xero or similar accounting package.
- An interest in The Prince of Wales's work and activities, particularly in the areas of sustainable business and finance.