

Senior Finance Manager (part time)

JOB DESCRIPTION

About the role:

We are recruiting for a part time Senior Finance Manager to take on responsibility for managing all aspects of the organisation's financial management and resource planning, reporting to the Chief Operating Officer. Priorities will include producing quarterly management accounts for our board, managing our restricted grants funds, project budgeting, and leading the next audit.

About you:

You will have senior financial management experience, ideally with some experience in the charity or not-for-profit sector. You will be a self-starter who is comfortable working proactively on financial management with limited supervision. You'll be a clear and analytical thinker with energy and drive, and with sound judgement. You'll be excited about working in an organisation that develops a new type of culture based on innovation, trust, and open-mindedness. You will be committed to Positive Money's vision (described below)

About Positive Money:

Our money and banking system increases inequality, fuels climate breakdown, and is undemocratic. We think that should change. Positive Money is a fast-growing organisation that combines the activities of a think-tank, a pressure group, and international movement. Born out of the financial crash of 2008, Positive Money is the leading civil society organisation challenging our central bank, banking system, and wider economy to work in the interests of people and planet. Our vision is a money and banking system that enables a fair, democratic, and sustainable economy.

Roles and responsibilities

- Day to day financial management, supervising our payment processes, financial controls, and income and expenditure categorisation systems.
- Line management of our external Accountant/Book-keeper (a contracted role) and working closely with our Operations manager.
- Produce quarterly management accounts for our board of Non-Executive Directors.
- Lead on the audit for the year ending 31 March 2021, working closely with the finance team, non-exec finance director on our board, and an external auditor.
- Manage our restricted grants allocation system, and produce financial reports for our funders.
- Manage our system of programme and project budgets, monitor our organisational budget, and support fundraising efforts with application budgets.
- Develop or refine existing finance, resource or remuneration policies and procedures as needed.
- Support Positive Money's international work, liaising with your counterpart at Positive Money Europe and supporting the development of a new US office.
- Support the organisation and on other operational matters such as HR, facilities or IT where needed.

Essential skills and experience

- Strong skills in financial analysis, budgeting, and daily financial and resource management

- Ability to multi-task across a range of financial management systems
- Experience of managing or monitoring small to mid-sized budgets
- Experience of working on organisation-wide financial management, and an understanding of the key elements of management accounts
- Experience managing restricted grants funds
- A strategic mindset
- Ability to problem solve complex organisational issues
- Risk management experience
- High attention to detail
- Excellent interpersonal and communications skills, needed to work closely with a small team, and a range of external contractors, funders and stakeholders
- Experience of leading, or working on, audit.
- Self-motivation, and ability to work proactively with minimal supervision
- Committed to a culture that is open, honest, respectful and welcomes innovation and new creative ideas.

Desirable skills and experience

- Financial or accountancy qualifications
- Other operations management experience, such as HR, facilities or IT management.

Terms and conditions

Contract: The role is for an initial fixed term of 1 year with a 6-month probationary period. After a year if the contract is extended, a permanent contract will be offered.

Salary: Band 2, £38k gross per annum (pro rata'd for part time hours) + 8% pension contribution

Reporting to: Chief Operating Officer

Hours: 16-20 hours per week, (2 or 2.5 working days). Requests for flexible working will be considered. The post holder may need to be flexible about working hours within the week from time to time.

Holiday: 25 days per year for full-time equivalent (plus bank holidays)

Location: Through the Covid-19 pandemic we are following government advice and working from home. Up to two members of staff can work in the office when required subject to government guidelines.

How to Apply: Please download and fill out the [APPLICATION FORM](#) in full.

Please email your completed application form to: recruitment@positivemoney.org.uk

If you are interested in the role and would like to find out more, please contact Paul Delaney, paul.delaney@positivemoney.org.uk

Closing Date for applications: 8am, Monday 8th February

Interviews will take place on Wednesday 10th and Thursday 11th February
(interviews will take place online)

Positive Money is committed to providing equal opportunities for everyone regardless of their background. We welcome applications from everyone irrespective of gender, sexual orientation, disability and ethnicity but, as women and Black, Asian and minority ethnic people are currently under-represented within the Positive Money network, we would encourage applications from members of these groups.

Please note that Positive Money can only accept applications from individuals with the right to work in the UK.