



FINANCE MANAGER

Salary – £30,000 to £45,000 per annum depending on qualifications and experience

Reporting to – Deputy Chairperson until CEO in place

Team – Central

Location – Mixture of Head Office (London) and remote working

Contract type – Permanent, Full Time position – open to flexible working and job share

Holiday entitlement – 25 days' plus Bank & Public holidays

JOB BACKGROUND

To establish the in-house finance function of Dallaglio RugbyWorks, working with our outsource partner (our accountancy firm) to secure information and migrate into our accounting system as well up set up financial procedures and controls. Once established to execute the inhouse finance function. The post is responsible for all financial management functions within the charity. The post has significant responsibilities in ensuring all financial systems and processes are set up and efficient, provide a day to day book keeping service and make detailed and strong analysis of the charity's financial status.

DUTIES AND RESPONSIBILITIES

- To work with the Deputy Chairperson to choose/establish the accounting software and transfer the data from the accountancy forms system to our own.
- To work with the Deputy Chairperson to set up all finance systems and processes.
- Manage all the financial aspects of the organisation, including; posting to accountancy software, bank reconciliations, credit card reconciliations, management accounts and cashflow.
- To be an active part of the senior management team, prepare reports for the team board and subcommittees.
- Process all incoming invoices from the team.
- Ensure supplier invoices are correct and all information is accurate ready for posting and payment.
- Raise and manage the sales invoices for the organisation.
- Work with the SMT to ensure that all verifications/finance returns are submitted correctly and by deadlines.
- Monitor financial management of all projects, scrutinise and analyse expenditure, holding managers to account in respect to expenditure in terms of suppliers invoices, expenses and credit cards.
- Process weekly payments to suppliers in a managed order ensuring the charity has strong cash at bank.
- Process all staff expense claims and ensure all processes are followed.
- Review, scrutinise and reconcile all credit card spend.

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- Ensure all internal project charges are posted to the chosen accountancy software and project spend is correct and within budget.
- Deal with any supplier queries and liaise with regional leads as needed
- To support the outsourced accountancy with the events finance management with a view to taking on this function from May 2021.
- Update monthly; the cashflow, management accounts and specific grant expenditure for SMT review.
- Prepare year end accounts.
- Work with the team to produce budgets for bids, grants and other funders and oversee the reporting of financial information to funders.
- Prepare and maintain budgets for the charity.
- Prepare papers for the audit and finance subcommittee.
- Produce financial plans, forecasts and models.
- Ensure the quality of:
 - Internal controls
 - Payments
 - Payroll (working with accountancy partner)
 - Time sheet processing
 - All financial transactions
 - All posting and recording of financial information and data in putting
 - Bank reconciliation
 - VAT returns

OTHER RESPONSIBILITIES

- Work flexibly where appropriate out of office hours.
- Undertake any other related responsibilities commensurate with the evolving objectives of the post and the charity.
- Work with due regard for the core values and objectives of Dallaglio RugbyWorks.
- Ensure the effective implementation of, and adherence of Dallaglio RugbyWorks Equal Opportunities and Health and Safety policies and procedures.

PERSON SPECIFICATION

ESSENTIAL

- A qualified or part qualified Management Accountant.
- Minimum of three years' experience of working within a charity / small business managing multiple funding sources.
- Clear understanding of charity operations, compliance and governance.
- Ability to manage high workload with short term deadlines.
- Strong skill set in developing and implementing processes relating to finance.
- High level of administration skills and ability to utilise accountancy software package
- A self-starter who is able to pick this role up and make good progress.

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