Role: Finance Manager
Hours: 36 hours per week, depending on experience & qualifications
Salary: £40,000 – 45,000 per annum pro rata
Location: UK. Remote / home-based
Contract type: 12-month contract

As this role is based in the UK, candidates must demonstrate their legal right to work in the UK.

Headline Description
We are looking for a Finance Manager with an accountancy qualification. This is a central role in the organisation with the postholder having senior responsibility for delivering highly effective financial management, internal systems and controls, as well as producing financial forecasts, financial reports and budgets for the Directors and Senior Management Team as well as for a range of institutional donors, sponsors and other funders.

This is a fast paced, demanding engagement so it is important that the successful individual can manage their own workload, uses their own initiative, and has strong, accurate skills. There will be a requirement to work across the entire team to provide financial support including our Global Network teams.

This engagement would suit someone that has experience of financial and administrative systems, is a highly organised problem-solver and great with people. The successful individual must also be competent with Financial Software such as XERO and Quickbooks and IT systems.

Key tasks and responsibilities

Financial Management, Statutory and Internal Reporting

- Deliver effective financial management, internal systems and controls, financial processing and reporting, including preparation of monthly management accounts for review by the Directors team and SMT, working with different currencies to present accounts in GBP where relevant.
- Support the Acting Managing Director in the preparation and submission of budgets and financial statements to the Board of Directors.
- Lead on multi-year and annual budget setting, with regular revision and re-forecasting process with budget holders;
- Ensure that internal controls are in place and operating properly, including month-end and year-end control procedures;
- Oversee all finances relating to the procurement of goods and services at Fashion Revolution by maintaining a log of accounts payable invoices and liaise on relevant queries ensuring transactions are properly recorded and entered into Xero
- Verify that transactions comply with financial policies and procedures by ensuring that invoices are approved in line with the authorisation limits
- Ensure that invoices are processed accurately and on a timely basis by verifying that invoices and relevant documentation are filed in the correct places and attached to
the relevant transactions including staff expenditure processing and bank reconciliation to GBP and currency accounts.

- Ensure filing, record updating, routine returns take place on a regular basis
- Oversee the T-sheets timesheet system, including flexitime, holiday and reporting to Managing Director, line managers and team.
- Oversee the management of the monthly payroll process
- Oversee annual stocktake of fanzines and any other relevant stock, assets etc for annual accounts.
- Ensure all regular payments are maintained without interruption, updating card details as required.
- Ad Hoc finance and book-keeping tasks and troubleshooting to ensure the smooth running of financial operations.
- Communicate effectively with all other staff and contractors as necessary, assisting with general finance queries.

**Fundraising and Donor Reporting**

- Work with the Acting Managing Director, Board of Directors and Fashion Revolution Team to compile budgets, in different currencies, for restricted income grant proposals or for sponsorship purposes.
- Accurately record both unrestricted and restricted income from donors;
- Monitor expenditure and staff/contractor hours on programmes funded from any restricted income;
- Maintain electronic files of funding agreements and contracts;
- Prepare timely financial grant reports to donors and other funders, including collating financial information and pipeline funds, conversion to relevant currencies and adapting reporting in accordance with donor requirements.
- Process and send donation receipts and donor invoices when required.
- Attend up to 3 in person meetings per year, travel expenses are covered.

**Experience and capabilities required**

- 5 years’ experience in working in a finance role in a Global charity / CIC / Social enterprise.
- Excellent attention to detail: highly organised, thorough, accurate and able to meet deadlines
- A qualification in bookkeeping or accountancy such as AAT, ACCA, CIMA, ACA, CIPFA;
- Proficiency in managing accounts payable effectively and expeditiously;
- Experience of maintaining accurate records and developing budgets of income and expenditure in multiple currencies;
- Intermediate to advanced knowledge of Microsoft Excel;
- Able to prioritise and manage concurrent deadlines;
- Previous experience of Quickbooks and Xero accounting software;
- Self-motivated, resourceful and able to work under pressure and react quickly and calmly during difficult situations;
- Diplomatic telephone and interpersonal skills;
- Good written & verbal skills to aid communication of financial information to lay people.
- Comfortable working autonomously and independently, using self-initiative

**Desired knowledge/skills and personal attributes**

- Knowledge and experience in MS Project, MS Excel, MS Powerpoint, Quickbooks, Xero and Paycircle
- Understanding of remote working tools such as T-Sheets (Quickbooks) Zoom, Slack, Trello and Google Drive
- Dependable, reliable, discreet, trustworthy
- Team player, enthusiastic and approachable
- Flexible and proactively supportive to the wider team and stakeholders

**Who you will be reporting to and working with**
- Reporting directly to the Acting Managing Director
- Working closely with the Board of Directors, CIC members, Senior Management team and other team members for all finance related issues.
- Liaising with customers, global network, external project partners and current and potential funders.

**How to apply:**

A full application comprises of:

- Your CV
- Supporting statement / cover letter

Please email your complete application to recruitment@fashionrevolution.org

Applications will be processed on an ongoing basis; therefore, we encourage you to submit your application at your earliest convenience. Please note that Fashion Revolution retains the discretion to conclude the hiring process once suitable candidates have been identified.