

RICE – THE RESEARCH INSTITUTE FOR THE CARE OF OLDER PEOPLE

FINANCE MANAGER - JOB DESCRIPTION

POST:	Finance Manager
STARTING SALARY RANGE:	£ 35,310 - pro-rata 0.6 FTE
TERM:	Permanent
HOURS:	Part time 22.5 hours/week, with occasional evening work
QUALIFICATIONS:	Finance and/or accounting professional with charity/not-for-profit experience
ACCOUNTABLE TO:	General Manager

JOB SUMMARY:

To lead on all aspects of financial planning, management and reporting at RICE, and process all day-to-day operational transactions. The successful candidate will have experience of working in a small organisation (c.£1m turnover) and will have both a strategic and operational 'hands on' approach.

GENERAL

RICE – The Research Institute for the Care of Older People has been helping older people live better lives since 1985. Our vision is to make growing older better by undertaking clinical research to improve the diagnosis, medical treatment and care of Alzheimer's disease, other dementias and other related diseases that are particularly relevant to older people.

RICE is an independent registered charity dedicated to essential research and providing support for people with dementia, their families and carers, and to improving the quality of life of everyone involved. We also provide contracted NHS Memory Clinics for the Bath and North East Somerset (BaNES) area. Our internationally renowned dementia research and treatment centre is located in a purpose built facility in Bath on the Royal United Hospital site. The focus of our research has been on memory problems and dementia, particularly Alzheimer's disease, and we are now extending our activity to include other related conditions in older age.

In 2015, we embarked on an ambitious new phase of our development, which includes plans to increase significantly our clinical and academic research programme. In strategic partnerships with the University of Bristol and the Royal United Hospitals Bath NHS Foundation Trust (RUH) we have appointed a RICE Professor of Old Age Psychiatry, and with the RUH, a Consultant Geriatrician, and we are working to expand our facilities at the RICE Centre this year. Following a mid-term strategy review in 2017 we re-launched our major appeal, the DementiaPlus Appeal last September.

THE ROLE

The role would suit an experienced finance manager who is able to work both strategically and operationally and enjoys working with colleagues across a multi-disciplinary team. You will work closely with the Director and General Manager and with colleagues in the Senior Management Team (SMT) on the financial aspects of all RICE activities. You will have wide experience of financial and budget planning, management and reporting, and will play a key role in reporting to the Board of Trustees and the Finance and Audit Committee (FAC). You will run our day-to-day finance functions in Sage and the monthly Sage payroll, and will help with costing projects for grant applications and in developing the financial elements of drug trials under negotiation. You will need wide experience of all aspects of financial planning, management and reporting and an ability to work on your own at times and to deliver competing priorities to deadlines.

You will be joining RICE at an important and exciting time for the organisation, and your role will be key to achieving RICE's strategic plan through 2019 and beyond. This is a 'full on role' requiring energy, strong interpersonal skills and the ability to work on multiple projects at once. Currently these include the DementiaPlus Appeal, a capital building project and in early 2019, the renegotiation of our NHS Memory clinic contract. The Annual Report and Accounts documents are produced in house and an interest in developing this further would be an asset.

Hours of work are normally 9.00am – 5.00pm, with 30 minutes lunch, and as with any busy finance role there will be cyclical peaks in workload. As a member of the SMT you will also attend quarterly Committee and Board meetings, which take place in the evening.

KEY RESPONSIBILITIES

1. Strategy and planning

- Report quarterly income and expenditure and balance sheet results to the Finance and Audit Committee (FAC) and Board of Trustees meetings
- Provide six-monthly long-term financial planning projections aligned with RICE strategy
- Lead the development and preparation of the annual budget in consultation with Senior Management Team colleagues and provide six-monthly forecasts to the FAC and Board
- Have a clear understanding of restricted funds accounting, charity reserves and financial risk
- Lead the Annual Report and Accounts and audit process, liaising with the external auditors, and submit with any associated annual declarations to the Charity Commission and Companies House
- Support the General Manager in the financial aspects of major contract negotiations

2. Operational finance

- Use Sage accounts to process all transactions, prepare sales invoices and monthly journals and balance control accounts regularly, and prepare periodic financial reports
- Run a monthly payroll using Sage, ensure prompt payments to HMRC and year end reporting
- Ensure all banking is timely, weekly supplier payments are processed by BACS, and reconcile bank accounts monthly
- Monitor cash flow and action transfers between accounts or from (externally managed) Investments if required
- Track accrued income from drugs trials, and prepare ad hoc costings for grant applications working closely with colleagues to develop the costing of drugs trials using an industry standard template
- Have a sound knowledge of VAT, in particular as it applies to charities, and a good working knowledge of partial exemption. (External VAT advisors are available as support). Prepare and reconcile quarterly VAT Returns

3. Management

- Member of the Senior Management Team
- Work closely with SMT colleagues to provide financial and charity accounting advice, achieve appropriate cost recovery across our activities and ensure accurate and timely financial information is included in key reports
- Promote the work of RICE to visitors and members of the public
- Work closely with the General Manager on pay policy and annual review

PROFESSIONAL & EDUCATIONAL RESPONSIBILITIES

- Abide by all legal and statutory regulations relating to our financial activity and best practice for companies, charities and not-for-profit organisations
- Comply with all RICE policies and Standard Operating Procedures (SOPs) and mandatory training requirements
- Take responsibility for on-going personal development, in particular regarding legislation surrounding VAT, PAYE and NI, Gift Aid and charity finance reporting best practice and the charity SORP. RICE is a

member of CFG, the Charity Finance Group, and you will be encouraged to attend relevant webinars and seminars run locally

- Contribute as appropriate to educational sessions, such as Journal Club and Communications.

OTHER RESPONSIBILITIES

- All RICE staff must be eligible to work in the United Kingdom
- All staff are required to undergo full Disclosure and Barring Service (DBS) checks
- All staff are required to carry out other such duties as may reasonably be required for the smooth running of RICE

CONFIDENTIALITY AND INFORMATION GOVERNANCE

Much of our work is of a confidential nature. All employees sign a confidentiality statement on commencement and termination of employment agreeing confidentiality must be maintained on any information – verbal or written – that is learned as part of our clinical activities and research programme.

SAFEGUARDING ADULTS AND CHILDREN

All staff have a responsibility to safeguard adults and children, which includes an understanding of and commitment to the relevant policies and procedures.

HEALTH & SAFETY

- All staff must comply with Health and Safety legislation, policies and practice.
- RICE positively promotes health. Smoking is prohibited in RICE, on the Royal United Hospitals site and on NHS premises.

EQUAL OPPORTUNITIES

RICE is committed to equality of opportunity in the workplace.

PRIVACY NOTICE

In order for us to carry out our activities and obligations as an employer, we need to collect information about your actual or potential employment with us. However, we recognise the importance of your privacy and RICE is committed to ensuring that your privacy is protected.

If your application is successful we keep your relevant data throughout your employment with us.

If your application with RICE is unsuccessful we will hold your information for 6 months from the end of the recruitment period.

You can find a full copy of our privacy notice on our [website](#).

ANNUAL REVIEW AND APPRAISAL

The post holder will agree annual objectives in line with RICE annual review and appraisal practice

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
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<ul style="list-style-type: none"> • Proven experience in a senior finance role in a small sized charity (c. £1m turnover) • Proficiency in Sage Accounts and Sage Payroll • Good working knowledge of VAT, PAYE/NI and gift aid • Understanding of charity governance and regulatory requirements • Good Excel and Word skills • Good verbal and written communication across different audiences • Ability to document and communicate the work of the charity and its impact to a range of audiences. • Sound IT skills • Experience of reporting to and actively working with a Board of Trustees • Experience of liaising with external advisors 	<ul style="list-style-type: none"> • Membership of a relevant professional organisation and/or recognised finance qualification • Experience of preparing an annual report and accounts • Experience of managing grants • A current clean driving licence and the availability of a car insured for business use • Familiarity with and commitment to health and research charities and/or previous experience of working with people with dementia and with patients in the older age group
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