
Job Description

Finance Manager (full-time)

1-year Fixed-term contract

Location: Fulham base site - Hybrid working arrangements available in accordance with organisational policy.

Job type: Full-time [Monday to Friday - 9am to 5pm]

Responsible to: Head of Finance & ICT

Direct Reports: Finance Officer, Accounts Payable Officer

Salary: £46,182 per year, plus benefits

About Stoll:

The Stoll Foundation is a leading provider of supported housing for vulnerable and disabled veterans in the UK. With a proud legacy of service, we are committed to delivering safe, high-quality homes and support that enables independence, dignity, and wellbeing for those who have served their country.

The Role:

The Finance Manager will play a key role in ensuring that the Finance function operates effectively, efficiently and with strong financial controls, while continually improving its systems, processes and ways of working.

The postholder will have responsibility for the operational management of transactional finance, the effectiveness of financial controls and procedures, and the development and effective use of systems and processes. The role will also manage and develop members of the Finance team and provide financial management advice, support and constructive challenge to colleagues across the organisation.

Working as a peer to the Financial Transactions Accountant and reporting to the Head of Finance, the Finance Manager will bring particular expertise in financial management, controls, systems, processes, continuous improvement and people management.

Key Responsibilities:

Operational Finance

- Oversee the day-to-day operation of the Accounts Payable and Accounts Receivable functions, ensuring transactions are processed accurately, efficiently and in

accordance with agreed procedures and controls.

- Oversee the financial aspects of the payroll process, working with HR and relevant Finance colleagues to ensure appropriate checks, controls and reconciliations are maintained.
- Oversee day-to-day cash and working capital processes, producing working capital information and escalating significant issues to the Head of Finance.
- Approve invoices and other financial transactions within delegated authority, ensuring appropriate authorisation and supporting documentation are in place.

Financial Controls, Procedures and Compliance

- Monitor the effectiveness of financial controls and processes, identifying risks, weaknesses and opportunities for improvement.
- Develop and implement agreed improvements to financial controls and processes.
- Translate financial policies into practical procedures and guidance, ensuring they are understood and consistently applied.
- Monitor compliance with delegated authorities, approval processes, segregation of duties and relevant procurement requirements.
- Support the Head of Finance in maintaining an effective financial control framework and responding to audit findings.

Systems, Processes and Continuous Improvement

- Support the effective use and development of systems that support financial and relevant operational processes, including Sage Intacct and Pyramid.
- Identify and implement agreed improvements to systems, processes, workflows, reporting and automation.
- Work with colleagues across the organisation to understand system and process requirements and develop practical solutions.
- Work with IT, system providers and other stakeholders to implement and resolve system-related issues.
- Test and support the implementation of system and process changes, ensuring appropriate controls and financial requirements are maintained.

Financial Management and Planning

- Provide operational financial information and analysis to support the preparation and review of management accounts and other financial reporting.
- Support the Head of Finance and Financial Transactions Accountant with annual budgeting, forecasting and longer-term financial planning.
- Provide operational financial information and analysis to support the five-year cash forecast and wider financial planning.
- Support the Head of Finance with the implementation of rent and service charge changes.

Business Partnering and Decision Support

- Develop effective working relationships with colleagues across the organisation,

providing financial advice, support and constructive challenge.

- Support managers and Directors in understanding the financial implications, risks and opportunities associated with proposed changes, new initiatives and business cases.
- Provide financial management support to non-capital projects and organisational change.
- Help managers and budget holders use financial information effectively to support decision-making and improve financial management.
- Work collaboratively with the Head of Finance and Financial Transactions Accountant to provide a responsive and effective Finance service.

Audit and Assurance

- Support the Head of Finance in preparing for and responding to internal and external audit.
- Coordinate the provision of information and responses to audit requests where appropriate.
- Implement agreed finance-related audit recommendations and improvements within areas of responsibility.

Leadership and Team Development

- Manage, support and develop direct reports, ensuring clear objectives, effective allocation of work and appropriate performance management.
- Develop the capability and resilience of team members through coaching, support and knowledge sharing.
- Promote consistent ways of working and contribute to a collaborative, accountable and professional Finance culture.
- Support the Head of Finance in developing the capability, resilience and effectiveness of the wider Finance team.

General Responsibilities

- Work collaboratively with the Head of Finance and Financial Transactions Accountant as a senior member of the Finance team.
- Maintain high standards of integrity, confidentiality, professionalism and accountability.
- Keep up to date with relevant financial, regulatory and accounting developments.
- Promote the values, mission and reputation of The Stoll Foundation.
- Demonstrate commitment to equality, diversity and inclusion.
- Undertake other duties reasonably required by the Head of Finance.

Person specifications:

Essential Qualifications

- Relevant finance, accounting or management qualification, or equivalent relevant professional experience.

Essential Experience

- Significant relevant experience in a finance environment, with the relevance and breadth of experience more important than a specific number of years.
- Experience of managing and developing people.
- Experience of managing or overseeing financial processes and internal controls.
- Experience of identifying and implementing improvements to finance processes, systems or controls.
- Experience of using finance systems and/or other systems to improve financial processes, reporting and controls.
- Experience of working collaboratively with non-finance colleagues to provide financial advice, support and constructive challenge.

Desirable Experience

- Experience of Accounts Payable and/or Accounts Receivable.
- Experience working with external auditors.
- Experience within the charity, social housing, public-sector or another regulated environment.
- Experience of developing or improving finance systems, workflows, reporting or automation.
- Experience of working with Sage Intacct and/or Pyramid, or comparable finance or housing management systems.
- Experience of working with housing management or other operational systems.
- Experience of working within a Registered Provider of Social Housing.

Essential Knowledge

- Strong working knowledge of financial management and financial accounting.
- Strong understanding of financial controls, including segregation of duties, authorisation, reconciliation and audit trails.
- Good understanding of financial processes, risk and financial governance.
- Good understanding of systems and their application to financial processes, reporting and control.
- Good understanding of management information, budgeting, forecasting and financial performance.
- Understanding of relevant financial, regulatory and accounting requirements.

Essential Skills

- Strong interpersonal and communication skills, with the confidence to work with

colleagues at all levels of the organisation.

- Ability to explain financial information clearly to non-financial colleagues.
- Ability to influence and challenge colleagues constructively.
- Strong people-management and leadership skills.
- Strong analytical and problem-solving capability.
- Good Excel and data-analysis skills.
- Strong systems skills and the ability and willingness to learn new technology.
- Ability to identify practical opportunities for process improvement, automation and better use of systems and data.
- Strong planning and organisational skills, with the ability to prioritise competing demands.
- Ability to work collaboratively while taking ownership and accountability for areas of responsibility.

Values, Behaviours and Personal Attributes

The successful postholder will demonstrate:

- Integrity, professionalism and accountability.
- A collaborative and supportive approach.
- Confidence to challenge constructively and appropriately.
- A commitment to continuous improvement and finding better ways of working.
- Resilience and adaptability.
- A willingness and ability to learn and develop new skills and technologies.
- A positive and practical approach to problem-solving.
- Commitment to The Stoll Foundation's charitable purpose.
- Commitment to equality, diversity and inclusion.

I have read this job description and person specification; I have discussed it with my line manager and understand the requirements of the role.

Name:

Signature:

Date: