

## **Job Description**

<b>Title:</b>	<b>Finance Manager</b>
<b>Remuneration:</b>	£50,657 per annum, pro rata
<b>Hours of work:</b>	Part time, three days per week. Some early morning and evening working required.
<b>Location:</b>	Better Bankside, Bankside Space, 18 Great Guildford Street, London SE1 0FD
<b>Duration:</b>	Permanent
<b>Reporting to:</b>	CEO

## **Job overview**

Better Bankside is seeking an exceptional individual to become our **Finance Manager**. This is an exciting time to join the organisation as we develop our internal procedures in line with the recently evolved vision and strategy. The Finance Manager will support the organisation's strategic priorities with responsibility for designing a financial strategy that enables effective and prudent delivery of Better Bankside's ambitious programme.

The postholder will work closely with the CEO and Office Manager, providing proactive, efficient and effective financial management of the organisation's resources. We are a small, creative and collaborative team of 15, each with distinct specialisms. As the postholder will be responsible for all financial processes, including bookkeeping, management reporting and assisting in the preparation of statutory accounts, the role would suit a proactive individual who is confident in working independently.

As a Business Improvement District (BID), BB is funded by a mandatory levy on all businesses located within the BID boundary (circa £2m annual levy income). Additional funding is generated from other sources such as grants and partnerships. Southwark Council is the collection agent for the BID levy.

## **Responsibilities**

- Financial reporting and accounting, planning and analysis
- Bookkeeping
- Budgeting, analysis and cashflow (income and expenditure)
- Producing financial reports for the BB Board, presenting the finance updates at Board meetings

- Customer invoicing
- VAT calculations and submission
- Management of payroll
- Audit, accounts preparation and financial reporting for AGM
- Coordinating annual and five-year budgets and preparation of management accounts
- Scenario analysis, in particular in scoping for the renewal ballot in 2025 and potential legislation changes such as Business Rates review
- Liaison with Southwark Council, collection agent for the BID levy
- Annual evaluation of processes to ensure robust system of internal controls
- Development of a new internal system for tracking and reporting expenditure against forecast budgets
- Working with CEO, advising on alternative models for income generation and collection
- Assisting and advising on risk management including making recommendations based on financial analysis.
- Analysing and advising on future opportunities and threats.
- Supporting decision making through the business planning process.
- Working closely with the Office Manager and Business Support Officer who will support administration of financial tasks including supplier payments.
- Working with the CEO and others to ensure effective and successful delivery of the 2025 ballot campaign.

### **Person specification**

We are looking for an experienced finance professional to work with the CEO and wider team. An enabler of the business, you'll support the business planning process and decision making, playing a key role in the development and delivery of the organisation's financial strategy.

The postholder will be analytical with exceptional attention to detail, a problem solver and a good communicator with the ability to tell the story behind the figures. You'll have the confidence to guide and challenge at all levels, presenting accounts at the BB board meetings and supporting the executive with budget management. You'll keep a view of financial stability at all times, horizon scanning in line with the global and national economy.

The successful candidate will be able to demonstrate an impressive range of relevant experience in the following areas.

### **Skills and experience**

- A degree or equivalent in finance or accounting, ideally with an advanced accounting qualification.
- Experience in a finance role including preparation of annual accounts and financial statements, preparing budgets and cashflow forecasts, developing financial systems and controls.
- Demonstrable advanced skills and knowledge of Excel, as well as accountancy software.
- Experience in dealing with auditors.
- Good people and interpersonal skills with experience in communicating and influencing effectively across the organisation, including at senior and board level.
- Ability to work in a pressurised environment and manage competing priorities.
- Understanding of not-for-profit accounting requirements and experience in managing grant funding.
- Experience in the efficient management of significant budgets.
- A thorough understanding of accounting standards.
- Strong analytical and problem solving skills.
- Knowledge of legislative and regulatory frameworks.
- Highly developed understanding of the global, national and regional economic landscape.
- An understanding of Business Improvement Districts.

### **About Better Bankside**

Better Bankside was one of the first Business Improvement Districts (BID) in the UK, established in 2004.

We are a partnership of local businesses, working closely with other community stakeholders to co-create a programme of projects and services that benefits the whole Bankside neighbourhood. Our core purpose is to support local businesses and make a positive impact in our community.

As a BID, we are funded by a mandatory levy on businesses within a defined boundary. BIDs are established through a ballot process, and every five years must return to their members to secure a majority vote in favour of their continuation. Our last ballot took place in November 2019, achieving overwhelming support from the business community, with 92% voting for another five years of Better Bankside.

## **Better Bankside**

We are a small team of fifteen in the Bankside office, plus our wardens and street cleaning teams. The way that we work with our members through our governance structure provides an extended network of regular collaborators and contributors.

**Our vision** - *Powered by the people of Bankside, Better Bankside will be an agent of change, leading positive economic, environmental and social action in our neighbourhood that benefits businesses and Banksiders, now and into the future.*

**Our mission** - *We exist to improve the experience of our neighbourhood for everyone. We will achieve this by empowering participation within our community, delivering imaginative solutions to urban challenges, and celebrating Bankside's distinct character.*

### **Working arrangements**

Better Bankside operates on a flexitime basis with mandatory core hours of 10am-4pm, Monday to Friday, with additional hours, evening and weekend work expected in accordance with the requirements of the post.

### **How to apply**

At Better Bankside, we celebrate diversity and promote equality and inclusion amongst our staff. We welcome applications from all, regardless of personal characteristics or background. As part of our commitment to being a more inclusive and diverse organisation this will be a blind recruitment process.

To apply, send:

- Your **CV** describing your relevant educational, extra-curricular and employment experience
- **Letter** (max two sides) outlining why you want the role and responding to the following questions;
  - o The Finance Manager will have responsibility for all financial processes and will be expected to work proactively and independently. Tell us how you would approach and resolve a technical challenge in your role without having a wider team of finance professionals within the organisation to consult with.
  - o At BB we welcome new ideas from everyone and encourage new members of the team to bring fresh thinking and challenge the status quo. You've been in the role for two months and have identified some areas where you see potential to improve the efficiencies of our systems, however it would require a change in process across the organisation. Describe how you would implement change and who would you work with to achieve success.

- The Finance Manager will be responsible for designing a financial strategy that enables effective and prudent delivery of our ambitious programme. Can you provide an example of a time where you have had to influence at board or senior stakeholder level to achieve approval of a strategy you have developed?

- Completed **Better Bankside equal opportunities** monitoring form to Ed Whatley [EdW@betterbankside.co.uk](mailto:EdW@betterbankside.co.uk)

**Closing date: Monday 24 October, 1pm**

**Interviews: Friday 4 November**

Incomplete applications will not be considered. We regret that owing to the high level of response expected we will not be able to contact unsuccessful applicants. Applicants must be able to demonstrate the right to work in the UK.