

JOB PURPOSE

To provide a high standard of control, recording and reporting of all financial matters relating to the PLSA.

ACCOUNTABILITY

The post holder reports to the Chief Operating Officer.

KEY RESPONSIBILITIES

- ▶ To lead, manage and inspire the Finance and Membership Administration team, currently four people.
- ▶ To ensure effective financial management and decision making by the PLSA, including:
 - Maintenance of the accounting records, either directly or by oversight of the Finance team, including customer and supplier accounts;
 - Effective delivery of budgets, forecasts and reporting to support the management of the finances of the PLSA;
 - Acting as a business partner to budget holders, supporting them in managing income and expenditure and addressing variances from budget;
 - Preparation of the annual statutory annual accounts of PLSA and contributing to the annual report;
 - Managing bank accounts, credit control, supplier payments, treasury and cash flow, ensuring adequate controls are maintained;
 - Financial analysis of proposals and projects;
- ▶ Managing the outsourced payroll service, pension scheme administration and insurance arrangements.
- ▶ Managing and ensuring compliance with the company's tax obligations in relation to PAYE, VAT, Corporation Tax and any other taxes.
- ▶ Ensure the integrity and development of the accounting and membership recording systems, particularly with regards to the controls within these systems.
- ▶ Contribute fully to business projects, strategic planning and other corporate activity as appropriate for a manager in a business of the size of the PLSA
- ▶ Deputise for the Chief Operating Officer when required.

ESSENTIAL EXPERIENCE / KNOWLEDGE

- ▶ Qualified accountant from any of the Chartered bodies.
- ▶ Experience leading a finance team.
- ▶ Experience of broad accounting responsibilities, ideally in a similar sized organisation.
- ▶ Experience in a commercial environment, with an understanding of the needs of a not-for-profit organisation.

KEY SKILLS AND PERSONAL ATTRIBUTES

- ▶ Able to motivate, inspire and get the best out of people.
- ▶ Able to work with limited supervision, managing own and staff workload.
- ▶ Able to work flexibly on multiple tasks.
- ▶ Able to get things done on time and to a high quality.
- ▶ Good communications skills, particularly in dealing with non-financial colleagues, including an ability to present financial matters simply and concisely.
- ▶ Able to support the business with a commercial approach.
- ▶ Good analytical skills.