



The EBP

JOB DESCRIPTION

Mission & Values

The EBP is a commercially focussed social enterprise that develops the skills of young people. We are proud to support young people across the country, helping them to develop the skills they need to thrive.

We work in partnership with a broad range of organisations and partners in order to contribute to key local, regional and national agendas, which benefit education and business.

We lead in the provision of specialised services and solutions for education and business.

We are committed to safeguarding and promoting the welfare of children and young persons and expect all staff to share this commitment. **This post may require an enhanced Disclosure and Barring Service (DBS) check.**

POST:	Finance Manager
RESPONSIBLE TO:	Head of Finance
BASED AT:	Welton House, Lincoln
HOURS:	37 Hours per week
RESTRICTED LEAVE PERIODS:	N/A

MAIN PURPOSE OF JOB

The purpose of the Finance Manager role is to work as an integral component of the finance team in the provision a broad range of financial accounting services. Managing the finance team and supporting the Head of Finance and Leadership Team with the provision of timely and accurate information. This role sits under a supportive and experienced Head of Finance.

EBP

Responsible for the timely and accurate production of financial data, all aspects of day to day finance department management and the development and management of the Finance Team (currently two people). Assisting Project Managers with the production and monitoring of project budgets, assisting the Contracts department with contractual financial KPIs and their measurement and monitoring.

KEY RESPONSIBILITIES

- Assisting with the production of budgeting, working with finance and non-finance stakeholders.
- Assisting with the production of company forecasting.
- Ownership of company cash flow forecasting.
- Ad hoc commercial analysis to support decision making.
- Month-end, Year-end reporting and variance analysis.
- Ensuring statutory compliance VAT, Payroll, Pension.
- Supporting the leadership team with the implementation of meaningful KPIs.
- Managing and developing a finance team.
- Assisting Contracts department with implementation of contractual financial KPIs.

General:

- To represent The EBP in a professional manner.
- To ensure the Clear Desk Policy is followed.
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact in accordance with current legislation and EBP policies.
- Any other duties, consistent with the main purpose of the job, as may be specified from time to time.

TARGETS / PERFORMANCE INDICATORS

- High attention to detail in all matters.
- Work delivered to high standard and on time.
- Resources available for all events / activities.
- Supporting team members in carrying out their duties.
- Achieving annual targets set by Manager.
- Achieving company competencies.

CORE COMPETENCIES

- Builds personal effectiveness
- Effective teamwork
- Focuses on quality and customer service
- Driven by results
- Drives continual improvement
- Utilises resources efficiently

EBP

ESSENTIAL REQUIREMENTS

Qualifications

- ACA, ACCA, CIMA or equivalent.

Experience

- At least two years previous Management Accounting experience.
- At least two years previous experience of successful team management.

Proven Skills

- Solid technical accounting knowledge.
- Advanced MS Excel skills - pivot tables, v lookups and Macros.
- Experience in management accounts preparation.
- Confident to work on initiative, manage own workload and prioritise.
- Reliable and dependable ensuring the work gets done.

Personal Qualities

- You will have strong inter-personal and communication skills and an ability to translate numbers into words.

I confirm that I accept the above Job Description

Name

Signed

Date
