

Job title:	Finance Lead
Job Level:	Lead (oversees a function or team, delivers against strategic objectives)
Department:	Finance & Governance

Ben is the automotive industry charity dedicated to individuals who have worked in or work in the automotive industry and their family dependants. We are committed to provide health and wellbeing support for life to empower our automotive family to live their best life and be there for those who are struggling or in crisis.

My job empowers our automotive family to live their best life by... supporting all aspects of Ben's financial management, as well as guiding and supporting Ben colleagues to ensure the charity is managing its finances with a focus on compliance and sustainability.

Team:	Finance & Governance
Responsible to:	Head of Finance & Governance
Responsible for:	Direct Finance Administrator

Job Overview

The Financial Lead plays a critical role in delivering Ben's financial activities, overseeing the day to processing of financial transactions, while ensuring compliance with financial regulations and policies, and providing financial insight and guidance to the organisation. This role requires a strong understanding of financial principles, excellent organisational skills, and the ability to collaborate with various teams to achieve the charity's strategic objectives.

Key Responsibilities

1. Financial Planning & Analysis

- Lead on the charity's financial planning processes
- Manage the annual budget process and periodic forecasting, working with budget holders to ensure submissions are realistic and in line with organisational objectives
- Assist in the production of regular financial reports to the Executive team, the Senior Leadership team (SLT) and the wider organisation, highlighting key areas of performance, as well as areas requiring focus and support.
- Use financial and non-financial analysis to partner with stakeholders bringing insight to identify, develop and implement continuous improvement across the charity

2. Financial Management

- Manage the day-to-day financial operations of the charity, including the processing of all receipts and payments and banking activities.
- Maintain and regularly review the charity's asset register
- Reconcile the charity's bank and investment accounts, ensuring all transactions are correctly accounted for.
- Regularly reconcile and report debtor balances, working with relevant colleagues to manage debt recovery..
- Work with the HR team to ensure all payroll costs are correctly posted and payroll control accounts are reconciled monthly.
- Regularly review and reconcile any other control accounts, working with relevant colleagues to resolve any outstanding issues.
- Manage the authorisation and payment of expenses, ensuring expenses are paid within the limits of the charity's policies, producing reports as required.

- Ensure robust processes operate for authorising the purchasing goods or services on behalf of Ben and that action is taken when there are breaches of processes.
- Ensure accurate and timely financial reporting in accordance with accepted accounting principles and the charity's financial policies and procedures.
- Maintain an accurate live model of the charity's cash flow position to ensure the charity's financial resources are managed effectively.
- Undertake any processing of transactions when required in the absence of the Finance Administrator.

3. Compliance & Risk Management

- Monitor and ensure the charity's compliance with relevant financial regulations, laws, and policies.
- Identify and seek to mitigate financial risks through effective internal controls and proactive risk management.
- Overseeing the production and/or updating of all financial policies and procedures.

4. Financial Strategy and Support

- Provide financial insights and guidance to support any strategic decision-making process.
- Support the Head of Finance & Governance in developing financial strategies to support the delivery of the charity's strategic objectives.
- Support and train colleagues in the operation of relevant financial processes within Ben.

5. Audit and Compliance

- Support the Head of Finance & Governance with the annual audit process, ensuring the timely and accurate preparation of audit deliverables.
- Support the Head of Finance & Governance in addressing any audit findings and implement any recommendations.

6. Team Support

- Conduct performance reviews, set performance goals, and provide ongoing feedback to any team members.
- Foster a collaborative approach both within the finance team and with the wider organisation, to achieve the goals and aspirations of the charity.

Our Values

- Passionate
- Respectful
- Inclusive
- Driven
- Empowered

Technical Knowledge

- Professional finance qualification.
- Knowledge of Accounting Standards and how they apply within the charity sector.
- Knowledge of managing sales and purchase order processes.
- Ability to use and maintain cloud-based financial systems.

Job Specific Skills

- Financial analysis, including financial modelling forecasting, budgeting, analysing financial data
- Accounting expertise with a strong understanding of accounting principles and practices and preparing financial statements.
- Skills in developing, monitoring, and managing budgets, financial trends, and analysis.
- Ability to optimise the charity's cashflow and financial sustainability.
- Proficient in preparing and presenting financial reports to all stakeholders.
- Ability to identify and mitigate financial risks.
- The skill to manage financial regulations and compliance.
- Strong analytical and problem-solving skills
- Skills to manage, mentor and develop a finance assistant
- Excellent written and verbal communication and an ability to present financial information or data in an accessible way.

Qualifications required

- Fully or part-qualified accountant or demonstrable relevant experience in similar roles

Experience required

- Several years of experience of working as part of a finance team
- Experience of producing management accounts and dealing with payments to third parties.
- Experience of working in a charity environment.
- Experience of managing people within a finance team.

This job is suitable for someone who...

- Shares our ambition to save the lives of our automotive family and empower our automotive family to live their best lives!
- Highly motivated, with a keen eye for detail.
- Possesses a high degree of analytical thinking.
- Is a 'self-starter' and can progress work without the need for detailed supervision.
- Can work under pressure, prioritise and multi-task.
- Has empathy with Ben's Mission, Vision & Values.