

JOB PURPOSE

To oversee all PLSA's accounting and treasury operations. To provide decision supportive insight to management and the Board, strong financial control, high quality forecasting, all financial reporting and ensure the PLSA complies with all accounting standards and legislation.

Salary between £60,000 to £70,000 per annum, depending on experience.

ACCOUNTABILITY

Reporting to the Chief Financial Officer.

KEY RESPONSIBILITIES

- ▶ Manage the PLSA's treasury activities including:
 - Cashflow forecasting – to support cash management decisions and budgetary decisions.
 - Own and deliver the implementation of cash management and treasury policies and procedures, including reviewing and updating annually.
 - Manage treasury risk and make recommendations and report to the Audit and Risk Management Committee
 - Direct the cash management operations including debt and debt collection.
- ▶ Lead, manage and inspire the Finance team.
- ▶ Ensure effective financial management and decision making by the PLSA, including:
 - Managing all day-to-day accounting operations, through oversight of the Finance team, to maintain the accounting records, including revenue recognition, customer accounts and credit control and supplier accounts and payments, managing bank accounts. Effective delivery of budgets, forecasts and reporting to support the management of the finances of the PLSA.
 - Support the management accountant to act as a business partner to budget holders, supporting them in managing income and expenditure and addressing variances from budget.
 - Make sure reporting meets complaint standard with statutory law and financial regulations including the preparation of the statutory annual accounts and the Directors' Report and Financial Statements.
 - ensuring adequate controls are maintained.
 - Financial analysis of proposals and projects.
- ▶ Lead the preparation of budget and financial forecasting including the business coordination, preparation of timetable, instructions and templates to allow reporting and variances.

- ▶ Create reporting (annually and monthly) which identifies results, trends and forecasts.
- ▶ Document business processes and accounting policies to maintain internal controls.
- ▶ 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 (including deferred tax) and any other taxes.
- ▶ Ensure the integrity and development of the accounting systems, particularly with regards to the controls. Streamlining and improving all operations and accounting 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 Financial Officer when required.

ESSENTIAL EXPERIENCE / KNOWLEDGE

- ▶ Qualified accountant – 5 years PQE.
- ▶ Treasury management experience – at least 2-years' experience managing a company's cash including cashflow forecasting, developing and implementing cash management policies, reviewing funding requirements.
- ▶ Experience of developing of financial policies and procedures
- ▶ Proven track record of leading and developing a strong finance team.
- ▶ Delivery focused.
- ▶ Experience in all aspects of accounting responsibilities, ideally in a similar sized organisation.
- ▶ Strong financial risk and control experience
- ▶ Experience in a commercial environment, with a clear understanding of the needs of a not-for-profit organisation.
- ▶ ACT qualification.

KEY SKILLS AND PERSONAL ATTRIBUTES

- ▶ Strong personal and communications skills, particularly in dealing with non-financial colleagues, including an ability to present financial matters simply and concisely.
- ▶ Confident leadership and management style and able to motivate, inspire and get the best out of people through empowering and developing the team.
- ▶ Strong business acumen and ability to influence people at all levels.
- ▶ Excellent analytical, numerical and problem-solving skills.
- ▶ Flexible, "can do" attitude.
- ▶ Desire to challenge the status quo.
- ▶ Able to get things done on time and to a high quality.
- ▶ Ability to appropriately prioritise and work on multiple tasks.
- ▶ Able to work with limited supervision, managing own and staff workload.