

Design South East

Now hiring: Finance Manager

We are hiring a part-time finance manager to help us manage our growing organisation. This is part of a process of bringing all our financial management and administration in-house to improve the efficiency of our financial systems and bring an understanding of our financial position right into the heart of our strategic and day to day decision making.

It is a challenging role with an interesting, worthwhile and fast-growing organisation. Please see the job description and person specification below.

Who are we?

We are an independent charity dedicated to improving the quality of design in the built environment. We have a small staff team of design professionals and project managers. We work in a highly mobile way with two hubs in London and Kent but mainly out in the field, building relationships with local authorities, facilitating advice services and learning events.

We are the fastest-growing design advice organisation in the country, working with planning authorities, design professionals, land owners, developers and local communities. We work in London, the South East and the East of England. We are constantly evolving the ways we advise and support local authorities, developers and designers. We do not compete directly with consultancy firms as we provide a different type of advice; accessible, bite-size, often acting as a 'clients friend' at the early stage of projects.

We work with a network of nearly 200 leading experts from various built environment disciplines who form our expert panel. They are a fascinating group often the top designers and thinkers in their fields. We harness their energy and goodwill and direct it to the knotty problems of growth and place-making that many communities are facing. Our work encompasses the full range of development projects from complex, high density mixed-use schemes, to new settlements, public buildings and single private houses.

More information can be found at designsoutheast.org

About our business model and systems

We are a social enterprise. Unlike many charities, 100% of our income is from charging for our services. Our income comes from a variety of sources, public and private sector, and is a mix of long-term contracts and fees for individual services. We use Xero for bookkeeping and financial management which is linked to Insightly, our CRM and database. Our aim is to make use of digital technology so that our team can concentrate on relationship building and service delivery whilst being constantly aware of commercial realities.

How to apply

Please email a CV (no more than 4 pages of A4) and a supporting statement (no more than 1 page of A4) clearly demonstrating your suitability for the role to: david@designsoutheast.org

Deadline for applications: 12.00 noon, Monday 9th September

Interview date: Wednesday 18th September. If you cannot make this date, please let us know in your application.

If, having read this pack, you require an informal conversation about the role please contact our Director, Chris Lamb: email chris@designsoutheast.org or phone on 01634 401166 and request a call back.

Equal Opportunities

DSE is committed to equal opportunities, and we value the diversity of perspectives that people from different backgrounds bring to our work. We positively encourage applications from eligible candidates regardless of age, disability, gender identification, ethnicity, marital status, pregnancy and maternity, race, religion or belief or sexual orientation.

Feedback

DSE is a very busy organisation and providing individual feedback to unsuccessful candidates is quite time consuming. While we will do our best to respond to requests for feedback we cannot guarantee to do so.

Job description

Terms

Salary: Pro-rata of £35,000-45,000 p.a.

Contract: Permanent 2 days per week (0.4 contract).

Please note that we are also open to secondments from other organisations. We are also open to applicants who would prefer to deliver the contract on a freelance basis rather than as an employee. In both cases we will require the same commitment to the organisation.

Annual leave: Pro rata of 30 days plus 8 days statutory holidays

Location

We have offices in Farringdon, London and the Historic Dockyard, Chatham. Your place of work will be the Historic Dockyard, Chatham.

This is not a role that can be delivered through remote working with occasional visits to the office. We are seeking someone who demonstrates a commitment to gaining an understanding how we work and who is committed to working closely with us.

For those reasons, though it will be possible to carry out some work remotely, we will be seeking evidence, as part of the interview process, that applicants understand the need for and are committed to working closely with the team in Chatham.

Summary of the Role

This is a new part-time senior management position developed to improve the effectiveness of the organisation's financial management in the context of continued revenue growth.

Purpose of the Role

The Finance Manager is responsible to the Chief Executive for the following:

- As part of the Senior Management Team, to help to plan for and deliver the long-term financial goals of the organisation.
- To ensure that accurate and timely financial management information and reports are provided
- To assist with the day-to-day management of project budgets and implement effective financial control across the organisation
- To research and manage any investment activities
- To support and supervise staff responsible for financial administration
- To ensure compliance with our financial management requirements including reporting to the trustees

Specific Duties

1. To prepare monthly management accounts using Xero for the Senior Management Team and the Trustees and a financial dashboard for the staff team.
2. To prepare project budgets and regularly review them against actual spending.
3. To support and supervise any members of staff responsible for financial administration.
4. To work closely with the Chair of the Finance Sub-Committee, ensure that annual accounts are prepared, ensuring they are compliant with Charity SORP and FRS102 and to liaise with our appointed auditors to enable them to carry out the annual audit
5. To be responsible for reconciliation of all balance sheet accounts.
6. To be responsible for cash flow forecasting and cash management.
7. To identify overdue debts and to take action to recover them.
8. To be responsible for the running of the payroll each month and dealing with staff pensions.
9. To assist with the preparation of proposals and formal tenders by developing budgets and providing any financial information required.
10. To provide Trustees and senior management with timely reports on any finance related matters arising throughout the year.
11. To attend meetings of the quarterly Board and quarterly Finance sub-committees and present the financial report.
12. To complete and submit the quarterly VAT returns to HMRC, the annual Corporation Tax return and the annual Charity and Companies House returns.

13. Regularly review our insurance policies to ensure that we are obtaining best value, obtain quotations and authorise renewals
14. To liaise with landlords and service suppliers on financial issues
15. To negotiate the best terms with our suppliers

Other duties and responsibilities

16. To attend relevant internal and external meetings as agreed with the line manager.
17. To prepare for and attend supervision sessions/team meetings/staff meetings as appropriate.
18. As a senior manager, attend and contribute to Senior Management Team meetings, and other meetings as required.
19. Actively contribute to strategic planning and business planning for Design SouthEast
20. Actively support and implement our equal opportunities and anti-discrimination policies.
21. Carry out any other tasks that may be within the scope of the post to ensure the effective delivery and development of the service.
22. Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.

Person Specification

Essential

Qualifications/education/training

1. Qualification in Accountancy, Finance or similar discipline

Assessment method

Application

Experience

2. Experience of working in a busy office
3. Experience of operating online accounting systems
4. Experience of preparing financial management reports
5. Experience of budgeting, particularly project-by-project
6. Experience of preparing annual accounts and audits, working closely with external accountants and auditors

Application

Application/Test/Interview

Application/Test/Interview

Application/Interview

Application/Interview

Knowledge:

7. Understanding of and commitment to the aims, principles and policies of Design South East
8. Working knowledge of Xero
9. Experience of working effectively as part of a team

Application/Interview

Application/Interview

Application/Interview

Skills & Competences:

10. Able to use and manage a range of office software, including Microsoft Word, Excel, and other accountancy programs, as appropriate

Application/Interview

Personal Attributes:

11. Self-motivated
12. Able to work effectively and flexibly as part of a team, communicating effectively in writing and in person

Application/Interview

Application/Interview