

MINES ADVISORY GROUP

Job Description

Job Title: UK Finance Manager
Department: Finance & Support Services
Scale: UK Scale 6
Job Family : Professional Support Level 6
Responsible to: Head of Finance & Support Services
Responsible for: Assistant Accountant (Payroll)
Finance Assistant (x2)
Location: MAG HQ Manchester

Overall purpose of the job

To manage the UK Finance Department, maintaining effective financial control on all financial matters, ensuring compliance against MAG's policies and procedures.

To provide high quality, timely financial management information in accordance with agreed timescales.

Principal responsibilities

Financial Accounting

Ensure all financial transactions are processed in accordance with approved financial regulations and ISO processes.

To oversee the production of periodical balance sheet reconciliations including (but not limited to) GBP/Foreign currency accounts, Inter-country transfer accounts, fixed assets, income recognition, payroll costs and staff advances.

To review and develop financial controls, systems and processes in support of the departmental business plan objectives.

To ensure all grant and contract income receivable is entered onto the financial ledger in accordance with SORP 2005 and is reconciled to the contract management database.

To ensure all VAT is accounted for in accordance with MAG's VAT status, liaising with MAG's VAT advisors as appropriate.

To assist in the year end closure process, producing supporting schedules, working papers etc., liaising with and assisting MAG's appointed auditors.

To ensure that external financial returns including VAT and PAYE are filed on a timely basis.

Management Accounting

To prepare monthly management accounts for HQ departments, liaising with Heads of Department to analyse and review variations against the approved budget.

To assist in the preparation and review of annual budgets and forecasts for HQ departments.

To oversee the reporting of all expenditure incurred in the UK on behalf of the country programmes, providing supporting schedules in accordance with agreed timescales.

Cash Management

To manage an effective sales ledger service including the provision of aged debtors reports, liaising with internal departments to recover outstanding income.

To manage an effective purchase ledger & payroll service, managing payments in accordance with approved processes and subject to cash-flow conditions.

To ensure balances across MAG's multi-currency accounts are kept in accordance with agreed limits, carrying out currency trades where appropriate.

To oversee the production of weekly cash-flow forecasts, liaising with Heads of Department as appropriate.

To oversee the transfer of funds to Country Programmes in line with authorised spending plans.

To oversee the management and reconciliation of the safe cash system.

Management

To manage, supervise and appraise the workload of the UK Finance Team, ensuring that work is performed to the required standards and timescales.

To provide regular updates to the Head of Finance & Support Services regarding the UK Finance team's delivery against agreed targets.

General

Work within the framework of MAG's core values, promoting its ethos and mission statement.

Work towards achieving departmental business plan objectives.

Keep informed of MAG activities.

Work as part of a team and liaise with other departments to ensure effective communications across the organisation.

Ensure familiarity with and adhere to all MAG policies and procedures

Participate in meetings, networks, seminars and conferences where relevant and beneficial to MAG and its mission and mandate.

Undertake and apply learning from appropriate training and development programmes.

Contribute to fundraising initiatives where appropriate.

Undertake any other duties appropriate to the post as may be required.

Signed **Date.....**
(Postholder)

Signed..... **Date.....**
(Manager)

March 2010