

Youth Business International is seeking an outstanding Finance Manager to oversee our Finance function, directly support the Finance & Operations Director. The role will support the delivery of all operational finance accounting requirements, support member grant disbursements, support the oversight of the finance cycle, manage the Accounts Payable, Accounts Receivable, Payroll & Pension functions, as well as ensuring financial information is recorded in the finance systems in a timely and accurate manner.

Job Description

Job Title:	Finance Manager
Location:	London
Term:	Permanent
Hours:	Full-time
Salary:	£33-38,000
Reporting to:	Director of Finance and Operations (DoF&O)
Direct reports:	One

About Youth Business International

Youth Business International (YBI) is a global network of independent non-profit initiatives (members) helping young people to start and grow their own business and create employment.

YBI members currently operate in more than 40 countries worldwide, providing integrated start-up business support to under-served young people, combining access to finance, mentoring, training and other support services. They adapt this common approach to their local context, working in partnership with governments, businesses and multilateral and civil society organisations.

The YBI Network is facilitated by a London-based network team that coordinates and leads global activity, with responsibility for driving network growth and quality.

Introduction

The Chief Executive, SMT and Trustees have strong ambitions for YBI and are seeking to drive a step change in the number of under-served young people that are helped through YBI. They recognise that this ambitious agenda requires a review and corresponding step change in the maturity of the financial structures, systems and processes required to deliver the vision and mission. Given the importance of strong financial management in achieving the organisation's ambitions YBI is recruiting a Finance Manager to directly support the Finance & Operations Director.

Principal Responsibilities & Duties

The purpose of this job is to:

- Ensure financial information is recorded in the finance systems in a timely and accurate manner.
- Manage the Accounts Payable, Accounts Receivable, Payroll and Pension functions.
- Support the Director of Finance & Operations in the delivery of all operational finance accounting requirements, and operational strategic finance.
- Support the PEL Team through oversight of the member grant disbursements.
- Support the Finance & Operations Director in the oversight of the finance cycle to ensure process and system efficiencies.

Financial / management accounting and payroll

- Oversee the maintenance of accurate and timely financial processes and reporting and reporting for YBI Ltd and ensure that the Finance Manual is complete with finance procedures and processes.
- Oversee current finance cycle; payments, reporting, to manage a timely month-end close, with appropriate level of controls.
- Reconcile all bank accounts (GBP, EUR, USD) monthly
- Manage the timely processing of invoices, credit cards, staff expenses, direct debits and timesheets through Salesforce. This may involve following up with staff or managers who have not input or approved expenses/timesheets, or inputting direct debits, credit notes or donated income
- Ensure that payroll for the Network Team staff is processed monthly, and appropriately recorded on the finance system and that starts/leavers information is correct.
- Manage pension process – reconciliation and uploads to provider
- Actively support the Finance & Operations Director in production and delivery of Management Information packs for the leadership team and Trustees.

Grant Management

- Oversee member grant disbursements to ensure timely and based on signed grant agreements.

- Manage the accounts receivable function, liaising with the appropriate member of the PEL / CD Team in the production of invoices, and ensuring timely receipts.

Statutory Accounting and Reporting

- Co-ordinate the quarterly Audit & Risk Committee Meetings, write up of minutes and support in preparation of Committee papers, Management Information packs
- Support the Finance & Operations Director in the preparation of the annual financial statements and Audit file.

Strategic Finance

- Produce weekly cashflow projections for our main GBP and USD accounts to ensure that we effectively manage our FX transactions and cash-flow
- Support the Planning and Performance Manager by leading on the production of the Office & Admin cost projections for the Annual Budgeting process.

Systems (working with the Tech and Grant Finance)

- With support from the YBI Tech Team be the main finance point of contact for the Exchequer System.
- Reconcile the CRM & Accounting system monthly, ensuring the data on both systems is the same.
- Support the Finance & Operations Director provide a perspective on the financial management needs of the organisation and propose new systems and processes to support these needs where appropriate.

Additional Role & Responsibilities

- Support Directors in online approval of BACs
- Manage new joiners: induction, right-to-work documentation, and payroll set-up, working closely with the People team
- Complete Gift Aid, VAT and other HMRC Returns as directed by the DoF&O
- Oversee training of Finance Assistant staff
- Other ad-hoc duties and tasks relevant to the remit of the Finance Manager role.

Person Specification

Essential:

- Minimum 5 years working experience within finance
- Excellent understanding of double entry, bookkeeping, payroll, and financial accounting
- Accounting & CRM systems experience, specifically Iris Exchequer and Salesforce
- Confident at dealing with competing pressures to providing accurate and timely information to a high standard
- Advanced Excel
- Highly numerate with excellent attention to detail
- Reliable, professional, calm under pressure

- Graduate degree

Desirable:

- Experience of charity accounting
- Interest in international development

Applications

If you are interested in applying, please send your CV (maximum 2 x A4) and a covering letter to HR@youthbusiness.org. Your covering letter (maximum 2 x A4) should:

- Explain why you want this job;
- Explain how your background and experience make you a suitable candidate – please use examples of specific projects and achievements;
- Show what relevant skills and knowledge you will bring, referring to the person specification;
- Confirm you have an existing right to work in the UK (we are unable to accept applications otherwise).
- Detail where you saw the job advertised

Please let us know if you require any reasonable adjustments, due to a disability, to assist you in completing your application and/or participating in a selection test or attending an interview in the event that you are short-listed.

Closing date: Monday 13th February 2017 at 9am
First Interviews: Thursday 16th and Friday 17th February 2017
Second Interviews: Monday 20th February 2017