

## Finance Manager - Freelance

<b>Reports to:</b>	Chief Executive
<b>Working Hours:</b>	8 hours per week (ideally two contact points with the CEO per week)
<b>Salary:</b>	£20 per hour (gross)
<b>Probationary Period:</b>	2 months
<b>Work Location:</b>	Head Office: Rodney House, Clifton Down Road, Clifton, Bristol BS8 4AL (plus occasional work from home)
<b>Purpose of Role:</b>	To ensure the effective and efficient financial management of the organisation, overseeing the company finances and accounting function. To support the CEO and Board to make sound business decisions based on the production of financial reports as well as monitoring / managing the financial resources required for ongoing trading and growth.

### Overview

The National Centre for Integrative Medicine (NCIM) is creating a model for whole-person healthcare and wellbeing that can be adopted by mainstream medicine in the future and by patients right now.

NCIM delivers patient services including 1:1 consultations and wellbeing courses. The organisation is also an accredited teaching centre and offers training for healthcare professionals to develop their practice and support their patients. Our training is research and practice led, with global experts delivering both face to face and distance learning education.

NCIM is a Community Interest Company and we are in the process of setting up a charitable arm, Friends of NCIM.

### Job Purpose

Under the direction of the CEO, the Finance Manager ensures the effective and efficient financial management of the organisation.

This post reports to the Chief Executive and is an integral part of the NCIM team, working alongside other members of the core team (Business Development and Operations Manager, Clinical Services Administrator, Academic Administrator). The post holder may be required to present financial reports to the NCIM Board as required.

This role has the potential to grow as the organisation grows and the post holder could become an employee of NCIM if appropriate.

### Key Responsibilities

1. Manage and monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other financial transactions.
2. Review financial data and prepare the Management Accounts (monthly / quarterly) as well as annual financial reports as required.
3. Provide financial analysis and guidance on all activities, plans, targets and business drivers in order to support the CEO to understand and develop the business strategy.
4. Manage the organisation's accounting function, ensuring that financial systems are robust, fully compliant with company law and good practise, and support current activities and future growth. Appoint and manage the organisation's Chartered Accountant.
5. Present financial reports to board members, stakeholders, executives, and clients in formal meetings as required.
6. Establish, maintain and manage financial policies and procedures for the organisation, including capital requirements, debt, taxation, and equity.
7. Understand and adhere to financial regulations and legislation.
8. Support the Clinical Administrator to record and reconcile all financial transactions on NCIM's online accounting software (Xero), maintain petty cash and ensure that all cheques are banked.
9. Support the core team to manage customer invoices as well as chasing non-payment of invoices (patients, students, corporate customers, charitable sponsors).
10. Provide additional bookkeeping duties and / or other support as directed by the CEO.

Whilst the purpose of this role should remain constant, the duties and responsibilities may vary according to the needs of the organisation. The job holder should therefore retain a flexible approach to the duties and responsibilities and be prepared to undertake such tasks as may be required.

## Person Specification

Key Area	Essential	Desirable
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>- Undergraduate degree (or equivalent) in accounting, business, economics, finance, or a related subject</li> </ul>	<ul style="list-style-type: none"> <li>- Member of Accountancy Body</li> </ul>
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>- Minimum 5 years' experience in a financial management / accountancy role</li> <li>- Superior mathematical skills</li> <li>- Critical thinking and decision making</li> <li>- Analytical and problem-solving</li> <li>- High standard of verbal and written communication</li> <li>- Exceptional organisational and time management</li> <li>- Excellent computer literacy</li> <li>- Bookkeeping</li> <li>- Online accounting packages</li> </ul>	<ul style="list-style-type: none"> <li>- Xero</li> <li>- Experience of working in a clinical setting</li> <li>- Basic DBS check*</li> </ul> <p>*The successful applicant will undergo a DBS check before employment starts if one is not already in place</p>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- Commercially astute: deep understanding of business principles and practices</li> <li>- Awareness and understanding of both CIC and Charity legal and business models</li> <li>- Understanding of data privacy standards</li> </ul>	<ul style="list-style-type: none"> <li>- An awareness of and interest in Integrative Medicine</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>- Commitment to good governance</li> <li>- Accountable, able to use initiative and take responsibility</li> <li>- Able to maintain confidentiality</li> <li>- Able to build and maintain relationships at all levels and work as part of a team</li> <li>- Methodical and logical approach to performing tasks</li> <li>- Able to remain calm under pressure and to prioritise workload</li> <li>- Honest and reliable, work with integrity</li> </ul>	