

Job Description

Job Title:	RADA Business Finance Manager/Finance Business Partner
Reports to (Title):	Operations Director, RADA Business
Responsible for:	N/A
Hours of Work	Full-time
Salary Range	£40,000 plus study support for final year student.
Length of role	Permanent

Prime Function of Role:

Work with RADA Business (RB) and RADA Finance Team to

- ensure that all income is correctly accounted for, and reported in a timely, accurate and useful way.
- support the client team in accurate job and bid costing, and
- assist in developing forecasts, budgets and analytical reports that support income generation across the organisation.

The role will report to RB's Operations Director (OD) with dotted line to RADA's Financial Controller (FC), and is expected to work closely with RADA Finance team

Core activities include:

- Balance sheet reconciliations are performed.
- Month end routines are completed in an accurate and timely manner.
- Management and business information is produced in accordance with the agreed schedule.

Accountabilities & Tasks

The post holder will be responsible for the following activities in RB & RADA in compliance with organisational accounting policies, procedures and RADA Finance working practices:

Whilst primarily focussing on RB income generating activities the postholder will be expected to make a contribution to the activities of RADA's other income generating activities: short courses and fundraising.

Management accounting

Prepare financial and activity information, including KPIs, that reconciles to management accounts, including variance analysis and cost allocation

Reconcile income reporting to banking inc. credit card receipts

Review data and prepare monthly adjustment journals for income and expenditure pre-paid and deferred so that management accounts are accurate.

Prepare balance sheet reconciliations for review by OD & FC

Prepare sales orders in line with contract requirements to initiate invoicing

Identify & agree amounts to be recharged to clients, initiate invoicing

Develop reporting formats to meet changing needs

Ensure that debt management takes place in a timely manner, minimising loss and maximising cashflow.

Planning/Business Partnering

Assist the OD and other budgetholders in reviewing activity, preparing bids and forecasts, annual budgets etc.

Understand contract requirements and implications for financial planning and reporting

Develop costing and pricing mechanisms to be used by the client management team and support their use.

Data

Ensure that Customer, product and project information in the financial ledger is correct, and suitable for reporting purposes

Assist staff in understanding coding, budget reports.

Assist in implementing CRM (both parts) to support high quality reporting that is consistent with financial information

Understand systems that feed information into financials (eg Spektrix, Eventbrite etc)

Annual

Support the annual interim and year end audits as requested.

Operations and RB Team

In conjunction with the Programme Delivery team maintain the organisations Preferred Supplier Lists.

Support the development of appropriate procedures and assist in system design.

Undertake other development projects to support the work of RB.

Actively participate in team activities.

Other areas of responsibility

- Promote Equality, Diversity and Inclusion at all times and ensure they are at the forefront of your thinking when undertaking your responsibilities.
- Comply with GDPR regulations regarding protecting personal data.
- Comply with Health and Safety legislation and ensure you are up to date with RADA's Health and Safety Policy.

The postholder will be expected to undertake other duties as requested by the Operations Director or RB Director commensurate with their skills and experience.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> There are no essential formal qualifications for the role although the post holder will be expected to be, as a minimum, Qualified by Experience. 	<ul style="list-style-type: none"> Qualification from the Association of Accounting Technicians (AAT) or similar accounting body.
Knowledge	<ul style="list-style-type: none"> Extensive use of Sage financial ledgers. An comprehensive understanding of accounting principles and application within the SME environment. 	<ul style="list-style-type: none"> Use of Sage 200. Use of Microsoft Dynamics.
Skills/abilities/competencies	<ul style="list-style-type: none"> Evidence of a logical approach to problem solving. Ability to manage small projects. Able to prioritise effectively. Influencing skills. 	
Experience	<ul style="list-style-type: none"> Extensive experience of operating day to day transactions, including Sales and Purchase Ledgers Experience of producing balance sheet reconciliations. Able to produce management and business information. Working within an SME. Accounting for VAT. Experience of working in a commercial environment. 	<ul style="list-style-type: none"> Working within a consulting environment. Experience of implementing a new financial ledger and/or CRM.
Personal Attributes	<ul style="list-style-type: none"> Attention to detail. Strong oral and written communication skills, with the ability to explain information in a clear and understandable way to non-finance professionals Ability to work with minimal supervision. Ability to work in a changing and flexible organisation 	