



## **Job Application Pack**

**Role: Finance Manager**  
**Full-time: 37.5 hours per week**  
**Salary: £41,000 per annum plus pension**

### **About The Ubele Initiative**

The Ubele Initiative (TUI) was established in 2014 as an African Diaspora led intergenerational social enterprise. Our mission is helping to build more sustainable Black and Minoritised communities across the UK. Ubele is unique in that it was built from bottom-up and is intentionally an intergenerational organisation.

Over the past few years, we have designed and delivered a wide range of local, regional, national and international initiatives which seek to create and build community wealth.

We support Black and Minoritised community led organisations and groups with their community assets (people, organisations and physical space). We use social action, community enterprise development, participatory learning & skills development and next generation leadership initiatives.

As a result of our appointment as the Black and Minoritised community catalyst organisation for Greater London in February 2020 we now provide more strategic regional and national responses to help minimise the impact of the Covid-19 pandemic. We have gone through a period of rapid growth and change and as result our sphere of influence has also grown considerably.

You can find further information about work at: [www.ubele.org](http://www.ubele.org)

## What is the role?

The Finance Manager will be responsible for ensuring the financial health of the organisation and will handle all aspects of our financial management and financial accounting. You will produce financial reports and develop strategies based on financial research. You will also guide Directors in making sound business decisions in the long and short term. You must bring several years of experience in finance management and accounting along and are no stranger to the third sector and its workings.

## Job Description includes:

1. Responsible for the day-to-day financial management process required within our organisation.
2. Responsible for advising the CEO, Programme Director and Programme Manager on the development of the budgets; the current, historical and forecast financial positions, track the organisations performance to identify areas for potential improvement and the identification and mitigation of any financial risks.
3. Provide insightful information and expectations to the CEO, Programme Director and Programme Manager to aid in long-term and short-term decision making
4. Provide high quality, robust and well-presented financial information to the CEO and board of directors, by producing narrative and financial reports including monthly management accounts, cashflow forecast and budget variance reports for the financial year.
5. Responsible for preparing the organisation's annual accounts for audit and lead the relationship with the auditor and ensuring an efficient annual audit. Working closely with the CEO and senior management team you will advise and support the analysis of trends in funding and our business environment, identifying risks and opportunities, and ensuring that we are in a robust financial position to manage those risks and opportunities.
6. Produce and manage the annual budget, prepare monthly budget overviews and forecasts for all programmes on a rolling basis for Directors as well as work with the CEO, Programme Director and Programme Manager on an ongoing basis.
7. Responsible for our routine book-keeping and oversee the payroll and the production of salary, tax and pension payments, and ensuring that payments are accurate and appropriately authorised and recorded. As well as respond and resolve payroll queries from employees and management
8. Responsible for monitoring a potential VAT liability of income and to setup the organisation into a VAT environment at the appropriate time
9. Update bank and card balances on a daily basis and implement on-line payments on a regular schedule along with ad hoc transactions as and when required
10. Lead the final transfer stages from MS Excel to SAGE accounting (in consultation with CEO and Directors) and stay up to date with technological advances and accounting software to be used for financial purposes
11. Establish and maintain financial policies and procedures for the company, as well as understand and adhere to financial regulations and legislation.
12. Assist the CEO and Senior Management team with the preparation of bids for funding and any project statements required by funding bodies.
13. Manage contracts with outside service providers such as accountants as necessary
14. To carry out any other duties in line with the role as required by the CEO, Programme Director and Programme Manager.

## Person Specification

1. Degree in Accounting, Business, Economics, Finance, or a related field
2. At least 5 years of professional accountancy knowledge and experience in a similar role, ideally within the third sector (voluntary sector) or similar scale
3. Partly qualified: CIMA or ACCA or ACA or AAT
4. You will have experience of using SAGE Accounting software (ideally SAGE Line and SAGE Payroll)
5. You will be motivated by the desire to use effective financial reporting to support the strategic decision making of the organisation; your willingness to use your experience and technical knowledge to support non-financial managers and the leaders of the organisation to be as effective in their roles as they can be; and a desire to be, accurate and entirely reliable in your provision of financial management information.
6. You will certainly need to be able to explain with confidence the reporting and financial management requirements within the non-for-profit sector.
7. Confident in presenting information in writing and in person to the CEO, Directors and Programme Manager, and comfortable in providing the necessary advice and assurance at the highest level of the organisation.
8. Be excellent at the technical aspects of the role; you will also be comfortable and confident joining a small, dynamic and agile office-based team in the London Borough of Haringey.
9. The role will be contractually office based, however there is a possibility for part-remote working as well.
10. Proficient with Excel, SAGE Accounting other finance management systems which could be appropriate to our organisation.
11. You will have a clear understanding of data privacy standards and your role and responsibility for ensuring GDPR compliance

We would like to encourage applications of disabled people, Black People/ People of Color / Black and Minoritised community members, LGBTIQ\* who bring the following competencies to apply for this position:

- You enjoy the financial management of a growing organisation
- You like and are good at working with people - even the tricky ones :)
- You have excellent analytical skills and don't mind working accurately to tight deadlines
- You are fully computer-literate with a good working knowledge of MS Office and computerised accounting systems including SAGE.

### Key information:

- Full time for 1 year with a possibility of extension
- Salary £41,000 per annum plus pension. Ubele offers staff enrolment in the NEST Workplace Pension scheme although other arrangements may be negotiated
- 20 days annual leave (plus public holidays)
- Ubele's head office is in the London Borough of Haringey
- Between 1 June and mid July 2021, the workplace is flexible (in line with national and/or London region Covid-19 guidance), after which this will be reviewed and at least

- 3 days office-based working will be required.
- The post holder will report to the CEO.

*The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties and will be subject to review from time to time. The post holder may be required to undertake such other duties as may be required.*

### **What we can offer**

- Warm and fun workplace environment
- Intergenerational and creative team
- Great environment to generate work experience, implement new ideas and for personal growth
- Flexible working hours - 37.5 hours per week

### **Application Process**

If you are intrigued by this advert and would like to apply for this role, email your CV to [recruitment@ubele.org](mailto:recruitment@ubele.org) by the closing date: **11th May 23.55pm**.

We also kindly ask you to fill in a monitoring form, which can be found [here](#). This will be kept separate from your application.

Please note that we will hold interviews with shortlisted candidates the afternoon of **Tuesday 18<sup>th</sup> May 2021**.

### **Data Protection Note**

Any personal data you provide (e.g. address, telephone number, employment history) will be used for recruitment purposes only, and only shared with individuals involved in the recruitment.

Data will be stored securely: electronically (on Ubele's cloud-based IT system) and in hard copy.

Data related to unsuccessful applicants will be deleted six months after the end of the recruitment period. If your application is successful and you take up the role, the information will be used in the administration of your work with us.

If you have any questions about the processing of your data, then please contact Gina Osbourne [gina.osbourne@ubele.org](mailto:gina.osbourne@ubele.org)