



JOB DESCRIPTION AND PERSON SPECIFICATION

Title: Head of Finance and Membership

Reports to: Chief Executive

Responsible for: Co-ordinator and Administrator

MAIN PURPOSE

1. Finance

- 1.1. to ensure that proper financial procedures are maintained and followed, working to high standards of accounting practice.
- 1.2. to provide timely and accurate financial information to the Chief Executive, Treasurer, Executive Committee and Board
- 1.3. to ensure that the Faculty is compliant with all legal – including Charity Commission and HMRC – requirements

2. Membership

- 2.1. to ensure all membership procedures are properly carried out and recorded
- 2.2. to respond to enquiries from members and potential members
- 2.3. to propose and implement improvements to membership services and marketing strategies for attracting new members
- 2.4. to ensure that the database is kept updated and used to best advantage.

3. IT

4. General office management

5. Conferences

JOB DETAILS

1. Finance

1.1 To ensure that proper financial procedures are maintained and followed, working to high standards of accounting practice

- Ensure the processing of all supplier payments and invoices in an efficient and timely manner
- Ensure the income and expenditure on examinations, conferences and other Faculty business and events are properly processed

- Liaise with Faculty's payroll suppliers in respect of staff salaries and annual PAYE returns
- Ensure all balance sheets and control accounts are reconciled on a quarterly basis.
- Establish appropriate systems to minimise risks of theft and fraud
- Ensure all aspects of the organisations are properly insured.
- Ensure adequate cash flow
- Administer the staff private health insurance scheme and staff season ticket loans
- Advise on the management of funds to maximise capital
- Advise on the annual setting of subscriptions, ensuring the creation and despatching of invoices and ensure timely receipt of all payments
- Liaise with external suppliers and with external organisations with regard to grants, contracts and sponsorship
- Liaise with banks and holders of investments
- Liaise with other staff as appropriate on financial matters
- Ensure timely despatch and invoicing for sales of publications

1.2 To provide timely and accurate financial information to the Chief Executive. Treasurer, Executive Committee and Board

- In conjunction with Chief Executive, prepare the annual budget
- Prepare monthly and quarterly accounts, reports, variance analyses and forecasts
- Prepare cash flow forecasts as required
- Prepare annual accounts, liaising with the Chief Executive, Treasurer and Auditor.

1.3 To ensure compliance with all relevant authorities

- Prepare and submit quarterly VAT returns
- Submit annual returns and accounts to the Charity Commission
- Ensure the Faculty complies with all SORP requirements
- Liaise with auditors and act on their advice
- Ensure finance records are kept, archived and destroyed in accordance with legal requirements and Faculty policies

1.4 To be responsible for external finance work as needed

- Oversee the finances of relevant external or joint projects
- Manage on request the finances of third parties such as the Council for Work and Health

2. Membership

2.1 To ensure all membership procedures are properly carried out and recorded

- Register new members, ensuring all data is accurately recorded
- Liaise closely with education and CPD staff re membership aspects of their work
- Ensure individuals are re-categorised, as membership status changes

- Ensure updated information on members is recorded on the database
- Ensure membership information is kept, archived and destroyed, according to Faculty policies

2.2 To respond to enquiries from members and potential members

- Respond to enquiries from members and potential members, either responding directly or passing enquiry to appropriate persons

2.3 To propose and implement improvements to membership services and marketing strategies for attracting new members

- Monitor membership trends and report to Chief Executive as required
- Propose and implement improvements to membership services
- Propose and implement marketing strategies to retain and increase membership

2.4 To ensure that the database is kept updated and used to best advantage

- Advise and liaise with staff on the database, ensuring its best use
- Support the reporting systems of the database
- Update database as appropriate, with an awareness of the need and potential for interaction of the database with the website and other software (e.g. online CPD)
- Manage staff training for the database
- Ensure database is kept up-to-date and advise on good practice within the Faculty
- Ensure regular reconciliations with publisher list for journal

3. To be responsible for the Faculty's IT systems, liaising as appropriate with the external IT support company

3.1 To take responsibility for ensuring that the Faculty's IT systems and computers are maintained; liaise with the external IT support company as needed

4. To undertake general office management

- 4.1 Manage the Faculty's facilities and office service functions
- 4.2 Manage purchases, leases and maintenance of equipment
- 4.3 Work with the CEO on liaison with the landlord.

5. To manage conferences

- 5.1 Ensure that conferences are planned and organised efficiently
- 5.2 To ensure that the Executive Committee is informed about forward plans

PERSON SPECIFICATION

Qualifications

- Newly qualified or part qualified accountant (CCAB, AAT)

Experience

Essential

- Minimum of five years' experience in all book-keeping and accounting duties
- Experience in working at management level
- Proficient in the use of EXCEL
- Experience of database management

Desirable

- Experience of the use of SAGE Line 50
- Experience of working in a professional, membership or educational body

Skills and Abilities

- Excellent organisational skills, with a high level of attention to detail
- A flexible approach to work with ability to work under pressure and to tight deadlines
- Capacity to identify and address the needs and priorities of the organisation as a whole
- Ability to engage the commitment of colleagues and to manage staff
- Ability to inspire confidence in staff and Officers
- A good team worker, able to develop and maintain productive working relationships
- Sound verbal and written communication skills
- IT literate and an enthusiasm for maximising the use of IT
- Experience of facilities management

HOW TO APPLY

To apply for this role, please complete the [application form](#) and return it, along with your CV, to Cinzia.spinazze@fom.ac.uk.

The closing date for applications is 9am on Friday 7 November.