

Finance Manager	Doc Ref:	BFM
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LOCATION: 11 Enterprise Court, Cramlington

LINE MANAGER: Managing Director

POST TITLE: Finance Manager

SALARY: £28,000 - £40,000 pro rata p/t (22.5hrs per week)

JOB ROLE

To deliver management of the full financial process (from book-keeping to management accounts) for EcoNorth, its registered Irish branch EcoÉireann and fledgling company EcoSouth. Develop and implement of a range of new financial systems including the integration of software solution for project management with Sage 50 and Sage One to ensure that EcoNorth continues to flourish and can achieve sustainable growth. To deal with clients and colleagues in a professional, competent and friendly manner and deliver work safely, adhering to EcoNorth's Health & Safety policy and procedures at all times.

JOB RESPONSIBILITIES

- Timely & accurate management information including monthly management accounts & short-term cash flow analysis
- Statutory reporting including VAT, PAYE, CIS, general HMRC & Irish equivalents
- Oversight of Companies House submission
- Audit Preparation
- Credit control: Regular debt analysis and chasing
- Produce regular (quarterly) forecasts including annual cash flow, sub-contractor costs etc. for EcoNorth, EcoÉireann & EcoSouth & consolidated
- Produce regular company and branch budgets
- Regular review and update of charge out rates
- Proactive cash flow management for both companies
- Monthly project profitability reports produced in a user-friendly format
- Develop a project profit warning system
- Medium - Long term forecasting for both companies
- Integrate project management system into SAGE accounting systems
- Develop a clear and transparent system for cost control
- Undertake regular whole business analysis to identify opportunities for efficiencies and savings
- Regular legal compliance audit for international operations
- Quarterly presentation to the board of company's financial position and forecasts
- Develop a tax plan including incorporation of provision for gift aid

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- Develop and implement a quarterly full cost recovery and pricing strategy / structure for services supplied
- Develop and deliver training to the team on project financial control
- Maximise the opportunities that auditors provide
- Training of basic entry of financial information to EcoNorth administrator and others as appropriate
- Set up a system to allow for annual external funding opportunities to be investigated
- Create and maintain a financial risk register
- Set up and produce regular briefing papers on financial changes / developments for the MD

BOOKKEEPING

- Purchase ledger
- Sales ledger
- VAT returns
- Manage bank reconciliations
- Monthly payroll processing EcoNorth & EcoÉireann
- Expenses
- Processing BACS payments

STRATEGIC

- Develop and implement Business Growth Strategy alongside MD
- Three-year investment strategy to be produced following detailed consultation with stakeholders
- Develop three-year Gift Aid Strategy

GENERAL RESPONSIBILITIES

- To work as a team member and share expertise, knowledge and learning with colleagues and internships
- Clear, timely & appropriate communication to all members of the team
- Close, cooperative working with Northumberland Wildlife Trust finance/HR staff
- Progressing Continuous Professional Development in line with business requirements
- An awareness and appreciation that as the trading company of Northumberland Wildlife Trust the majority of profits generated by EcoNorth activity are donated to the Trust to enable it achieve its charitable aims and objectives.