

Part Time Finance Manager.

Salary £25 – 30,000 pa.

Location – St. Johns Wood, London NW8 0AT (with flexibility.)

New London Synagogue is a modern and diverse congregation of over 450 families hailing from around the globe and across, and even beyond, the Jewish community.

New London is looking for a Finance Manager to assume responsibility for the Synagogue's finance & accounting operation. This will be a sole charge position and you will be accountable for all bookkeeping tasks through to completing month-end accounts, yearly budgeting and forecasting. This role will be fundamental to helping maintain the excellent reputation that New London has strived for. An inquisitive mindset and a real desire to work in an SME or charity environment are vital. The position is open to applicants regardless of faith.

**Reporting to the Treasurer and the Operations Manager, key responsibilities include:**

- Budgeting, forecasting, costing, cost allocation and analysis
- Cashflow forecasting
- Preparing and overseeing monthly reporting pack of P&L and balance sheet
- Sole responsibility for the day-to-day financial transactions, all AP & AR duties
- Monthly bank reconciliations
- Bi-weekly payment runs.
- Setting up and running in house payroll
- Preparing Gift Aid claims
- Tight control of membership database and accounting for all forms of income & revenue (donations, membership fees etc)
- Assisting with the audit
- Maintaining the fixed asset register
- Overseeing smooth transition from Xero accounting software to QuickBooks accounting software
- Process improvement and optimising use of financial systems
- Working with the Operations Manager to drive process improvements.
- Supporting the Operations Manager with ad hoc projects

**Summary of experience/qualifications:**

- Ideally ACA/ACCA/CIMA qualified but will also consider QBE.
- Experience of QuickBooks, Xero or cloud-based system an added benefit
- Knowledge of charity accounting is advantageous but not essential.
- Strong IT skills
- High level of competence with Microsoft Excel (V-lookups and Pivot Tables)
- Confidence to challenge existing process in search of efficiencies.
- Good telephone manner and ability to interact with members.
- A sense of humour, a passion for working hard towards a common goal, great attention to detail.
- Ability to work in small teams.
- Flexibility in adapting to different cultures.

Deadline for Applications Friday 23<sup>rd</sup> July 2021

All Third-Party Applications will be forwarded to SRM Recruitment.