

JOB TITLE:	FINANCIAL ACCOUNTING MANAGER
JOB HOLDER:	VACANT
DATE UPDATED:	MAY 2025
REVISION (HR Office Use):	VERSION 2

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## 1 MAIN PURPOSE OF THE JOB

To lead the Financial Accounting Team (FAM) with a focus on ensuring the timely and accurate delivery of financial statements, ensuring compliance and implementation of efficient and diligent financial practices to facilitate the assessment of the Institutes financial performance and sustainability.

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## 2 POSITION IN ORGANISATION

The Financial Accounting Manager is a key role within the Finance Team reporting to the Head of Finance. The role oversees, manages, and evaluates the operations of the Financial Accounting Team.

You will collaborate and build strong relationships with key stakeholders, working closely with our internal teams and Internal and External auditors and offer insight that will allow the Leadership Team and Board of Trustees to make the best financial decisions for the Institute.

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## 3 DIMENSION & LIMITS OF AUTHORITY

- This role has access to sensitive accounting information
- This role has financial authority for up to £2,000 of budgeted revenue expenditure
- Budget Holder responsibility for FIN Cost centre – UK and International

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## 4 SKILLS & EXPERIENCE

- Part Qualified/Studying towards Accounting qualification (CIMA, ACA, ACCA or equivalent)
  - Proven experience in the preparation of Statutory accounts (NFP desirable)
  - Strong understanding of accounting, finance, and management principles UK and International
  - Demonstrable experience in an accounting/finance team environment
  - Strong experience in managing a team
  - Strong interpersonal and relationship management capability with ability to influence and challenge
  - Ability to deliver information clearly and accurately with strong attention to detail
  - Forward thinking, proactive, enquiring mind with an analytical approach
  - Ability to work to tight timescales, organised and flexible, with a focus on excellence
  - A confident IT user with strong Excel skills and an ability to pick up new IT systems quickly
  - Experience of UK and International payroll advantageous
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## 5 DUTIES &amp; KEY RESPONSIBILITIES

<b>Financial Controls and Compliance:</b>	40%
<ul style="list-style-type: none"> <li>- Responsible for year-end production of statutory accounts and internal and external audits, in accordance with Charities Act, SORP and Companies Act requirements and all relevant international accounting standards.</li> <li>- Responsible for the balance sheet reconciliation process, ensuring month end deadlines are met and unreconciled differences are resolved ensuring timely resolution and accurate accounting for all CIOB entities and subsidiaries.</li> <li>- Identify, standardise, and develop financial controls process improvements, and implement changes to strengthen the control environment and increase the efficiency of the team.</li> <li>- Ensure the Institute and its trading subsidiaries comply with all UK and International statutory tax regulations ensuring full and timely compliance.</li> <li>- Ownership of the finance software applications that support control and compliance.</li> </ul>	
<b>Procure to Pay:</b>	10%
<ul style="list-style-type: none"> <li>- Manage the UK and International payables function to provide a high-quality service and ensure that the teams processes and objectives align with the business requirements and that all institute policies are adhered to.</li> <li>- Develop and manage the payables function to ensure processes are completed with accuracy, deadlines are met, and key metrics achieved</li> <li>- Lead on standardising, documenting and continuously improving the P2P process</li> </ul>	
<b>Payroll:</b>	25%
<ul style="list-style-type: none"> <li>- Responsible for the Institutes and its subsidiaries payrolls to ensure that an effective, accurate professional service is provided to all, working effectively with the Institutes HR Team to create a strong payroll operating model.</li> <li>- Ensuring the Institute is fully compliant with UK &amp; International tax and payroll laws, ensuring timely accurate submission of all statutory returns.</li> </ul>	
<b>Treasury Management:</b>	10%
<ul style="list-style-type: none"> <li>- Responsible for monitoring, maintaining, and overseeing the efficient management of the Institutes bank accounts, and investment funds to enable accurate reporting of the Institutes cash flow position.</li> </ul>	
<b>Team Management (Delivering Excellence):</b>	15%
<ul style="list-style-type: none"> <li>- Deliver increased accuracy and service levels motivating team to achieve excellent performance</li> <li>- Manage and coach all direct reports including goal setting, performance measurement, appraisals, training, and recruitment.</li> </ul>	

## PART 2: DUTIES & KEY RESPONSIBILITIES

<ul style="list-style-type: none"><li>- Ensure monthly financial accounting team key performance indicators are met enabling evaluation of team's performance allowing identification of success and areas for improvement and ensuring the teams meets its goals and objectives.</li><li>- Drive forward effective relationships internally and externally</li></ul>	
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This is not an exhaustive list of responsibilities involved in the role and the CIOB reserves the right to change the scope of job in line with the operational requirements.

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BOTH THE EMPLOYEE AND MANAGER WILL ELECTRONICALLY SIGN THE JOB DESCRIPTION ON PEOPLE HR.