



Job Description

Job title:	Finance Manager
Department / Location:	Finance – Vector Park
Reporting to:	Managing Director

Job purpose

- Assume top level accountability for the Finance function, including finance admin, payroll processing, financial record-keeping/data compliance and ad hoc Finance projects.
- Contribute to leadership of organisation through membership of the senior management team and to provide financial analysis to help decision-making at Board level.
- Role is designed to contribute to organisational growth targets through workable financial support, action plans, demonstrating solid understanding of the educational tuition and publications businesses.
- Role will take line management responsibility for small internal Finance team, including credit control utilising external sources of expertise and tools where appropriate (*IRIS Payroll and Online Banking*).
- Role will co-operate with the HR Manager on remuneration and reward strategy to ensure fairness and a competitive advantage in the recruitment marketplace.

Dimensions

Member of senior management team of 8 people, including Managing Director.

- Line-management of a team of two members of staff
- Organisational headcount of c300
- Three Tuition Centre locations – Langley, Slough & Feltham
- Based in Head Office, Feltham
- Fellow managers responsible for Business Operations, Tuition Resourcing, Human Resources, Publications & Warehousing/Distribution, Sales & Marketing
- Budgetary responsibilities as per management plans. Current business turnover between £4-6m.

Main responsibilities

- Manage the finance team to ensure that there is accurate and timely credit control, payment of invoices, processing of monthly payroll and the overall financial position of AE Limited
- Overall management of the finance systems (e.g. Iris and Xero)
- Responsible for monthly payroll payments to all staff via online banking
- Focus on daily and month-end accounting to determine results, including P&L activity, balance sheet activity, etc
- Provide detailed analysis of the company's financial position and the courses provided by AET Tuition and book sales for AE Publications
- Provide insights into business performance versus competitors and industry trends
- Co-ordinate strategic financial planning for the company including expenses, income, insurance coverage, tax status and risk tolerance



Skills/Competencies

Personal Qualities and Attributes:

Knowledge and Experience:

- Minimum of 5 years' Finance generalist experience
- Experience of leading a Finance department with knowledge of finance processes
- Willingness to learn and develop business understanding across full spectrum of organisational functions
- Whilst not essential, some experience or background of working in the educational sector may be advantageous.
- Previous experience of line management role, including development of others
- Team player – the role requires collaboration across a variety of business areas
- Initiative – willingness to suggest ways of operating with increased efficiencies
- Self-organisation – role has high degree of autonomy and self-sufficiency
- Ability to prioritise workload
- Willingness to challenge where necessary

Education and Experience:

- Degree-level education preferred or equivalent experience
- Professional membership of a Financial Institution preferred or equivalent experience