

INNOVATION UNIT



Finance Manager

JUNE 2019



**Innovation
Unit**

New solutions
for thriving societies

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ABOUT US

Innovation Unit is a small-to-medium enterprise (SME) with a big mission - to create new solutions that have impact and scale for better, thriving societies. We have grown in the last decade from a 5-person to a 30-person organisation. Our turnover has doubled from £1.5 to £3 million. We have expanded internationally, now tackling major social challenges in education, health, social care and local government.

Now, we are looking to our next ten years and the impact we want to have. We want to help to create a world where more people belong and contribute to thriving societies. Innovation Unit is full of passionate, smart, creative individuals who are personally committed to the organisation and its mission. This makes joining Innovation Unit a significant personal choice as well as a professional one.

If you are excited and motivated by big ideas, changing the world and being part of our organisational change, this is a great role for you.



ABOUT YOU

We are looking for a proactive and eager Finance Manager to join our team 3-4 days a week. We welcome candidates who want to work flexibly. This role would suit you if you enjoy working in a varied work environment where you can bring a wide range of skills to bear and develop.

You will be an integral part of the team working closely with the Chief Operating Officer to ensure the smooth day to day running and improvement of the finance department. We have recently migrated our books from Sage Line 50 to Xero and we are now working on integration of our project management system with Xero. You will be influential in supporting the team to embed the changes and improvements we are embarking on.

You will have SME background with a good grasp of the day-to-day functioning of a finance department, detailed knowledge of Xero and have experience of working in a consultancy business. A good understanding of managing projects in consultancy/services environment is essential. Experience of a project management software such as Salesforce/Kimble is an added benefit.

Whilst this role is primarily finance focused, there will be opportunities to use your skills in other areas such as operations, IT and systems project management. If you are smart, hardworking with an ambition to develop and change the world for the better then we would love to hear from you.

PERSON SPECIFICATION –

- Resilient
- Able to work with stakeholders who are not finance focused
- Able to work in an imperfect /constantly changing environment, while remaining aware about what is important to maintain stability
- Assertive and determined and able to see things through
- Proactive: self-starter, keen to make a difference
- Can work independently with minimum supervision
- Great attention to detail
- Consultancy industry experience
- Understanding of project accounting
- Focused on system and reporting improvements
- Part qualified AAT /CIMA or QBE – operational level
- Experience of Xero is essential
- Experience of working in G Suite
- IT savvy with excellent excel skills

ABOUT THE ROLE

KEY RESPONSIBILITIES –

Objective of the role is to support the COO to ensure the efficient day to day running of the finance department to support the business and bring efficiency improvements

- Raising sales invoices according to information from the project management system
- Management of associate and supplier POs & invoices
- Expenses management
- Overseeing finance element of project management and supporting project managers with project budgeting
- Management of project data including invoiced amounts, costs, utilisation
- Bank reconciliations
- VAT preparation
- Payroll and pension data entry into Xero
- Credit control
- Sales and purchases ledger management
- Nominal ledger management
- Assisting COO with implementing the Finance & Ops Plan objectives
- Assisting COO with systems automation and improvements
- Assisting with month end, management accounts and annual accounts preparation



ROLE DETAILS —

LOCATION

Our office is in a bright, communal workspace in Kentish Town, with an on-site coffee shop, gym and bike storage. We don't expect everyone to be in the office all the time; the role may involve some travel and we are open to staff working from home from time to time.

Please note we are moving offices from August 2019. Our new office is based in London Bridge with similar amenities.

SALARY

£35,000 - £40,000 pa pro-rata depending on experience.

HOURS

3-4 days per week. In line with our values, we welcome candidates who want to work flexibly.

HOLIDAY ENTITLEMENT

27 days holiday plus bank holidays. In addition, we close the office for three days between Christmas and New Year

REPORTS TO

You will report to and be line managed by our Chief Operating Officer.

PENSION

4% contributory pension.

HOW TO APPLY

To apply, please send your **CV** and an **A4 page** of why you think this role could be for you to: contact@innovationunit.org

Closing date for applications is 12th July 2019

Interviews are planned for 22nd and 25th July 2019

We will only contact shortlisted candidates so if you do not hear from us, you have not been shortlisted for an interview.

