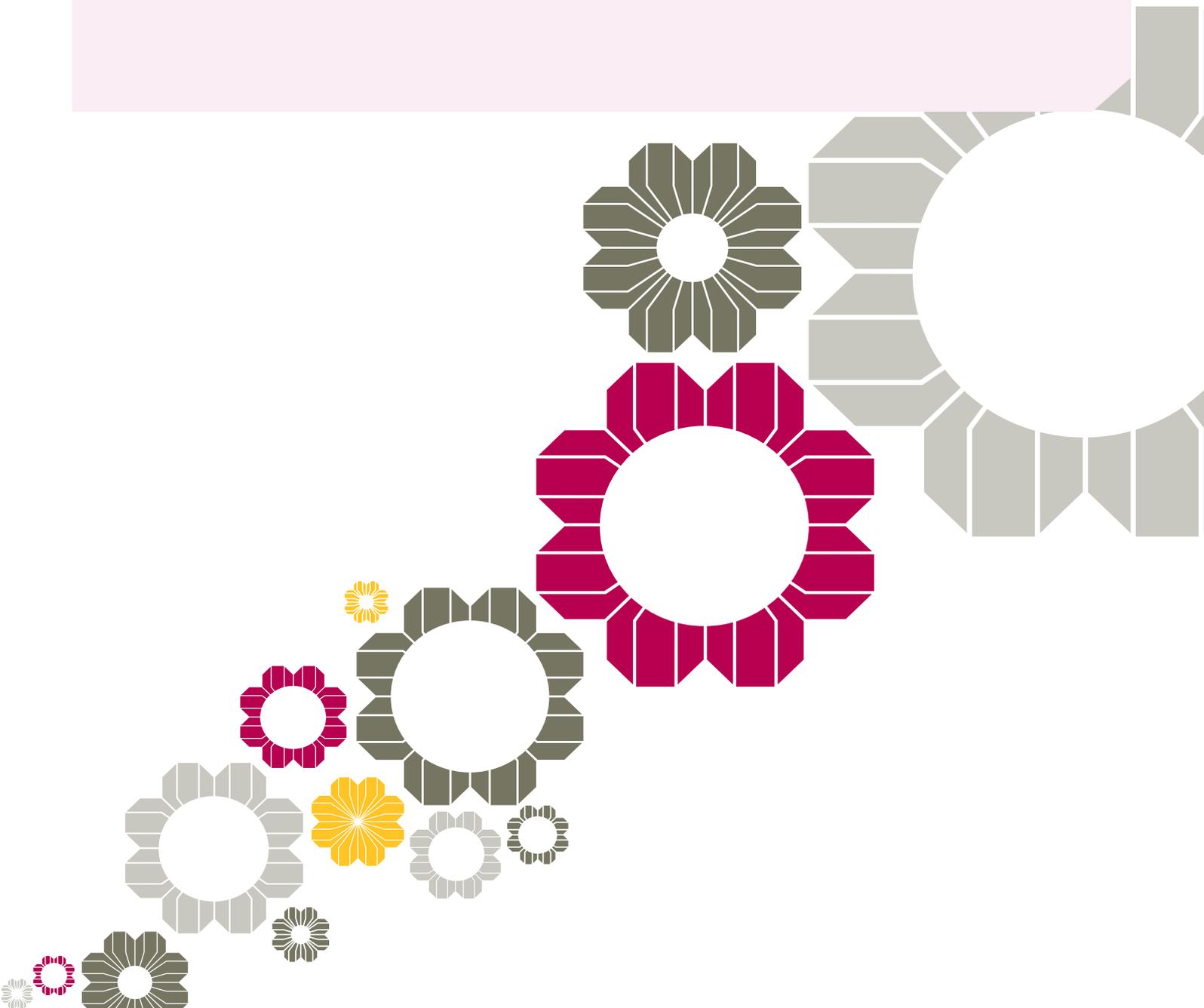


JOB SPECIFICATION

INTERIM FINANCE MANAGER

APRIL 2017



## INTERIM FINANCE MANAGER

### SALARY

Up to £50k FTE per annum  
(depending on experience)

### LOCATION

London, EC4

### RESPONSIBLE TO

Head of Finance

### CONTRACT

3 – 4 Months

## Key Requirement

We are looking for an experienced finance professional with a broad range of skills. There is an expectation that the successful candidate will be able to hit the ground running once on board and will have a flexible approach to take on ad-hoc projects and additional tasks as required.

## About Big Society Capital

Big Society Capital's mission is to develop a sustainable social investment market in the UK, so that charities and social enterprises can grow their positive impact on society.

Big Society Capital was, set-up in 2012 to be a champion of social investment and a social investor. In our first 3 years, together with our co-investors, we have helped over £140m of capital reach over 400 different charities and social enterprises. We have also played a major role in improving the enterprise, investor and policy environment in which social investments are made.

Big Society Capital's task is just beginning. The next few years will see opportunities ongoing to grow the use of social investment, to make it as relevant as possible to charities and social enterprises and most importantly of all, to measure and scale the positive impact created through social investment.

## Key purpose of role

This position will be responsible for supporting the month end process and production of the management accounts, including valuations of investments; supporting the management of Big Society Capital's liquidity and cash flow; and monitoring departmental budgets. The position will ensure that effective financial controls and procedures are maintained.

**Internal Contacts:** Work in the Finance team consisting of a Head of Finance, a Finance Manager and a Management Accountant. Extensive contact with all members of staff, particularly the Investment team, the Legal and Compliance team and the Operations team. Contact with executive committee members to get authorisations and develop/monitor budgets.

**External Contacts:** Investees, bank, treasury management providers.

## Key Responsibilities

- With the Head of Finance and Finance Manager, maintain and develop accurate accounting systems, records and reporting, with adequate financial controls
- With the Head of Finance and Finance Manager, ensure finance procedures are relevant and up to date
- Support the month end process
- Monitor the organisation's liquidity effectively, so that funds are available when required
- Support the accounts payable function
- Review and develop processes for the valuation and financial monitoring of Big Society Capital's social investment portfolio
- Assist the Finance Manager with preparation of tax returns and other requirements
- Undertake project work to support the development of BSC and the finance function





## INTERIM FINANCE MANAGER

### About You

We believe that successful organisations are purpose driven, performance orientated and principles led. The following five organisational values have become our 'guiding beacon':

#### *Purposeful*

We are passionate and energetic in our work to bring about our long-term vision of a thriving social investment market that enables positive social impact.

#### *Pioneering Spirit*

We give our team the autonomy and flexibility to be entrepreneurial and creative. We have the courage to push boundaries and have a restless drive for change

#### *Openness*

We listen, learn, experiment and collaborate. And we are adaptive and flexible in responding to what we learn.

#### *Rigorous*

We take a rigorous approach in all we do. We expect the highest standards and continually strive for excellence.

#### *Respectful*

We are genuine in both our approach and aspiration. We value each member of our team and our partners for what they bring.

Big Society Capital is looking for an exceptional individual that will share our values, can demonstrate the behaviours that will enable our organisation to succeed, and will be able to bring the following range of experience and skills.

### EXPERIENCE

#### ESSENTIAL

- Qualified accountant (ACA, ACCA, CIMA or CA)
- Sound and up to date knowledge of UK GAAP
- Preparation of reports and analysis on the performance of the business
- Development of internal control procedures and frameworks

#### DESIRABLE

- 4-5 years post qualified experience
- Previous experience in a similar position
- Financial services experience
- Charity or not-for-profit organisation experience
- Social Investment experience

### SPECIAL APTITUDES

- Strong IT skills, particularly Excel
- Excellent financial and numerical awareness: fully conversant with financial accounts and accounting procedures
- Relevant knowledge of accounting IT systems
- Embraces complex data
- Good communication skills
- Ability to apply statutory principles, guidelines and legislation in practice

### DISPOSITION

- Strong team player
- Builds solid relationships with key stakeholders
- Superior judgment, discretion and utmost integrity
- Flexible and willing to take on different tasks as required

### THINKING STYLE

- Analytical with excellent attention to detail
- Well organised & able to prioritise

### CIRCUMSTANCES

- Able to work outside of standard working hours on occasion to meet deadlines





## INTERIM FINANCE MANAGER

### Benefits of working for Big Society Capital

We will ask a lot of successful candidates – but in return working life at Big Society Capital offers:

- The privilege (and responsibility) of working in a globally pioneering organisation, backed by a substantial balance sheet
- The chance to work with top-flight colleagues, who are a source of support and encouragement
- A can-do culture. There is no 'face time' at Big Society Capital
- Formal training and learning opportunities
- Salary and benefit package that is very competitive within the UK social and public sector, and that includes contributory pension plan, health insurance, child care voucher scheme and other benefits

### How to Apply

Application is by covering letter (max 2 pages) and CV clearly stating where you saw the advert, sent to:  
**jobs@bigsocietycapital.com**

Closing date for applications:  
**09:00 on Tuesday 2nd May 2017**

Interviews:  
**Week commencing 8th May 2017**

Start date:  
**Immediately but by mid to late May latest**

**Big Society Capital is an equal opportunities employer**

