

Job Description

Job Title:	Finance Manager, Permanent role
Department:	Finance <i>Reporting to: Interim Financial Consultant</i>
People Responsibilities:	3 direct reports

Main Purpose of Role:

Our mission is to deliver exceptional value to our members, and the Finance Manager role is central to making that happen by ensuring our finances are managed with rigor, transparency and speed. This is a hands-on role, well-suited to a finance professional eager to leverage their expertise in financial accounting, audit, and data integration within a purpose-driven environment.

What's exciting about the role:

Joining our team offers you the opportunity to make a tangible impact in a mission-driven organisation where your financial expertise will directly support initiatives that make a real difference. You'll work on unique challenges, including managing our complex income structures, implementing robust financial controls, and working with cutting-edge software like Sage Intacct and Microsoft Dynamics (CRM) to streamline and modernise our processes. This is a great opportunity for someone with a background in financial accounting and audit who wants to contribute meaningfully to a non-for-profit with a focus on transparency and growth.

Role Responsibilities:

- Financial Reporting & Analysis**
 Prepare and present accurate monthly management accounts, quarterly reports, and annual financial statements. Ensure all reports meet the specific needs of our organisational structure.
- Audit & Compliance**
 Manage the year end and audit process, liaising with external auditors to ensure a smooth and efficient audit. Ensure compliance with all relevant accounting standards and regulatory requirements.
- Income Stream Management**
 Oversee and analyse our complex income streams, including gifting income, subscriptions and other income.
- Data Integration and Systems Management**
 Work with Sage Intacct to maintain seamless data integration, support data accuracy, and optimise financial workflows. Lead system improvements and collaborate with IT on data integration projects.
- Internal Controls & Financial Policies**
 Develop and maintain robust internal controls and financial policies to protect organisational assets and improve financial efficiency.



- **Team support and mentorship**

Oversee and support and finance team with day-to-day accounting functions, including the purchase ledger and sales ledger, providing guidance, mentorship, and technical support where needed.

Person Specification

Essential Skills and Experience:

- **Financial Accounting Expertise:**
Solid experience in financial accounting within a complex organisation, ideally with some exposure to complex revenue recognition.
- **Audit Knowledge:**
Hands-on experience as an auditor or managing or supporting audit processes and liaising with external auditors.
- **Systems and Data Integration:**
Proficiency with financial software (Sage Intacct experience is strongly preferred) and experience managing data integration across systems.
- **Analytical Mindset:**
Strong analytical skills with an ability to translate complex financial data into insights for decision-making.
- **Attention to detail:**
High level of accuracy and attention to detail in financial reporting and data management.
- **Problem-solving:**
Ability to proactively identify challenges and implement effective solutions within financial operations.
- **Communication Skills:**
Clear and effective communication skills for liaising with cross-functional teams, leadership, and external stakeholders.

Qualifications and Background

- **Education:** Qualified accountant (ACA, ACCA, CIMA or equivalent) or significant relevant experience.
- **Experience:** At least 5-10 years in a finance role with exposure to complex income structures, ideally with some experience in not-for-profit or similar environment. Previous experience of a similar role in a fast paced environment.
- **Technical skills:** Advanced user of Sage Intacct or similar financial system, with experience in data integration and financial reporting.

HTA Core Purpose

We help our members to flourish



HTA Mission Statement

‘On behalf of our members we promote, support and nurture our industry to ensure a robust and sustainable future.’

Our aim is to recruit and retain people with the behaviours that support our mission and who will grow with us and achieve more.

Our Values

Collaboration

Approachable, responsive and helpful, nothing is too much trouble. Enthusiastic, self-motivated and confident with a ‘can do’ attitude

Integrity

Demonstrate honesty, trust, openness and respect when liaising with people. Treat everyone as an individual and be responsive to their needs

Innovation

Keen to develop and learn new skills. Welcomes change, is flexible and can adapt and deal with various demands. Pro-active, open to new ideas and encouraging of ways to continually improve

Influence

A good communicator who listens and is able to express themselves clearly. A professional and informed approach to our members and customers. Providing specialist knowledge leading to a fulfilling experience