



**British Society
of Echocardiography**

Finance Manager

Candidate Brief

February 2024

Welcome



Thank you for your interest in our Finance Manager role, it is good to meet you.

The British Society of Echocardiography is a highly engaged member organisation which represents clinical echocardiography professionals working at all levels and in all areas of the field. Our aim is to provide our members with the necessary education and professional support to deliver the highest standard of care in echocardiography.

The management of our finances is of fundamental importance to making the best use of our resources, plan for our future and to enable robust and timely decision making. We have an exciting future ahead of us, and as we grow, we need to ensure that our decisions are always informed by high quality financial reporting and that our financial procedures and processes are maintained. That's why we need you.

I joined the organisation in 2019, when we had only 5 staff. We are now a close-knit team of 10 and are seeking a hands-on Finance Manager that understands the mechanics of working within a small organisation, with competing and evolving priorities.

As Chief Executive Officer, I pride myself on being a leader who works alongside my team as well as offering individuals the opportunity to enhance their own personal and professional development. The Finance Manager will have my full support to make this role their own and there will be opportunities to progress and develop.

We are a collaborative organisation, with our values at our core and would love to welcome you to join us as we continue to grow.

If you enjoy being hands on and involved in the detail as much as engaging in the high-level thinking, please get in touch. I very much hope that you feel encouraged to apply and look forward to hearing from you.

Jo Sopala
Chief Executive Officer

About us

The British Society of Echocardiography represents clinical echocardiography professionals and our aim is to provide our members with the necessary education and professional support to deliver the highest standard of care in echocardiography. We achieve this by providing accreditation and education and working with the echo community to meet their needs.

The Society is a registered charity and is administered by a Board of Trustees supported by the Advisory Council. Membership is open to everyone associated with echocardiography including cardiac physiologists, clinical scientists, cardiologists, anaesthetists, intensivists, and others and currently stands at over 5000 members.

For more information about us please visit our [website](#)

Our latest annual accounts can be downloaded [here](#)

Advisory Council and Trustees



Vision

People requiring an echocardiogram will have prompt access to high quality echo services, delivered by accredited specialists, wherever they live in the UK. The echo community will feel supported and enabled to provide such services as a result of the work of the Society.

Mission

The British Society of Echocardiography is committed to promoting the highest standards of care and supporting our members to deliver high quality echo services.

Values

- Passionate about excellence in echo care
- Professional, transparent, ethical
- Member-driven, collaborative, inclusive

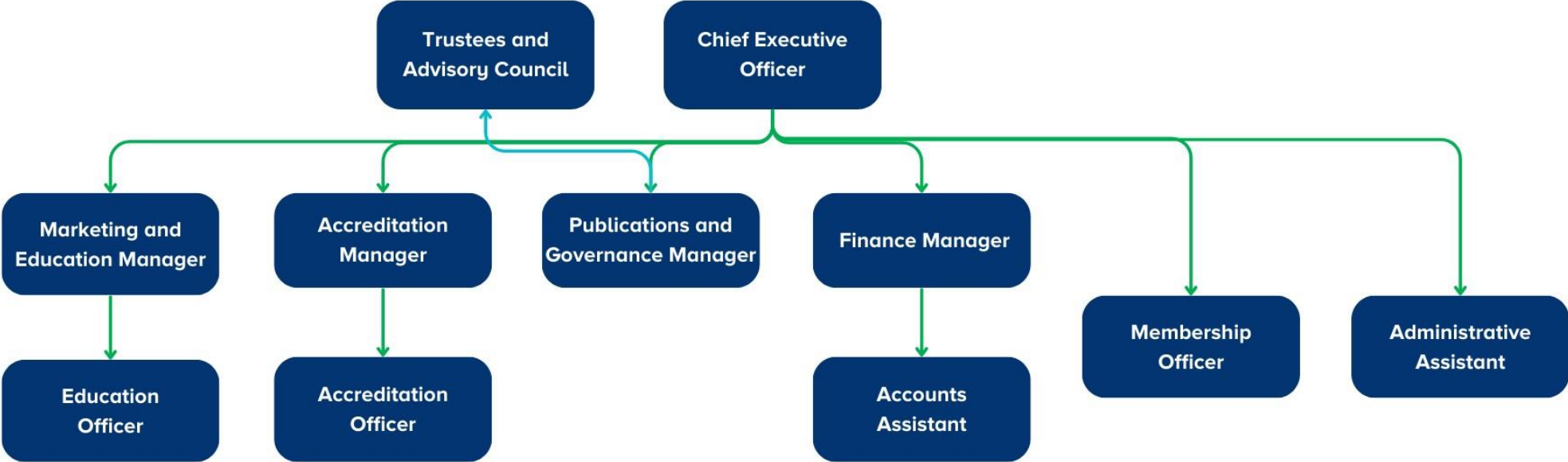
Mission statement

The protection and preservation of health and the effective relief of sickness by:

the advancement of education and training and the promotion of best practice in echocardiography in relation to the diagnosis and treatment of heart disease promoting high standards of professional competence in echocardiography for the protection and benefit of the public providing or facilitating training for those involved in the practice of echocardiography. To advance, promote and carry on study and research into echocardiography and to disseminate the useful results of any such research, within the United Kingdom and the Republic of Ireland.



Organogram



Job Description

TITLE:	Finance Manager
LOCATION:	BSE Offices (Southwark, London) and home Ideally two days onsite in the office, please outline your requirements when applying
HOURS:	28 per week (full time will be considered for the right candidate)
SALARY:	Salary £48,000 to £52,000 FTE dependent on experience
RESPONSIBLE TO:	Chief Executive Officer
ACCOUNTABLE TO:	Chief Executive Officer & Finance Trustee
LINE REPORTS:	Accounts Assistant
WORKS CLOSELY WITH:	Chief Executive Officer Accreditation Manager, Marketing and Education Manager and Membership Officer Finance Trustee

JOB CONTEXT

The Finance Manager will oversee and manage the finances of the British Society of Echocardiography. They will provide high quality management information and support to the Chief Executive Officer, Finance Trustee and department managers.

Purpose and Scope of the Role:

BSE has grown considerably. The successful post holder will lead our work with our Chief Executive Officer and staff team to develop the financial systems and processes that ensure the organisation is a sustainable, effective and efficient organisation, keeping up to date with best practice, leading on financial reporting and making recommendations to ensure effective and efficient compliance with legal requirements.

The BSE office team, including the Finance Manager, provide a professional and efficient administrative service to the BSE Trustees, Council, Committees and the BSE membership body. The postholder will be the main point of contact for all BSE financial & resources matters to ensure continuity and quality of work.

The Finance Manager will be responsible for the effective management of BSE's financial operations, including financial management, control, compliance and risk, alongside involvement in the development of systems and processes to ensure all staff are equipped to deliver the vital work of the BSE.

N.B. As the BSE is run by a small team and the Accounts Assistant is part time, this is a hands-on role including operational duties such as managing email queries, invoicing and credit control.

Key Responsibilities

Finance

- Ensure the smooth running of the day-to-day financial operations in line with financial policies and procedures.
- Ensure prompt, accurate recording and classification of all income on the accounting system (SAGE)
- Work with the Membership Officer to oversee the annual collection of subscriptions by Direct Debit.
- Oversee the day-to-day book-keeping, including bank reconciliations, staff and volunteer expenses, processing invoices and payments to suppliers.
- Liaise with the payroll provider, HMRC and the Pensions provider ensuring accuracy, compliance with legislation and timely payments.
- Manage the quarterly VAT return using the accounting system reports with manual adjustments to reflect irrecoverable VAT amounts.
- Maintain a register of fixed assets, capitalising and depreciating on accounting system in line with appropriate policy.
- Prepare monthly and quarterly management accounts on accruals basis, for review by the Chief Executive Officer monthly and by the Finance Trustee at the quarterly Finance Meeting.
- Prepare Annual Accounts and manage year-end audit.
- Ensure financial returns are submitted in time to Companies House and Charity Commission
- Prepare an annual budget liaising closely with the Chief Executive Officer and departmental managers.
- Organise quarterly Finance Meeting draft agenda, collate papers, communicate with sub-committee members, Minute taking and follow up on actions.
- Ensure BSE has robust anti-fraud and anti-bribery and corruption measures in place
- Ensure compliance with all taxation matters, primarily but not limited to VAT and PAYE liaising as appropriate with the organisation's professional advisers
- Ensure BSE's has appropriate insurance

Organisational

- Work with the CEO and department managers to ensure all contracts are good value
- Attend the BSE Annual Conference and support other BSE events.
- Effectively manage workload to ensure work is delivered to agreed timelines and that plans are integrated with all staff activities and goals.
- Adhere and comply with the provisions of the BSE Health & Safety Policy.
- Undertake all duties and responsibilities in compliance with the rules and regulations encompassing Equal Opportunities and the Staff Rights and Responsibilities.
- Any other duties as may reasonably be expected and which are commensurate with the level of the post.

Person Specification

<p>Qualifications</p>	<p>Essential</p> <ul style="list-style-type: none"> • Educated to Graduate Level or equivalent experience • Fully or part qualified member of an accountancy body or holder of an equivalent qualification
<p>Skills, knowledge & experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Demonstrable finance experience, ideally within the charity or not for profit sector • Track record of developing and maintaining effective financial, risk and compliance systems, records, policies and procedures • Strong knowledge of Microsoft Office in particular Excel including formulae and data analysis • Experience using accounting software • Experience of VAT returns & Payroll • Experience of year-end audit preparation • Experience of producing clear, accurate management and financial accounts with supporting narrative • Evidence of effectively managing and controlling the complex range of tasks to ensure an organisation adheres to the highest standards of financial accounting, risk management and legal compliance • Excellent communication skills– both written and verbal • Excellent planning and time management skills with ability to prioritise work and manage conflicting deadlines <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working within a similar organisation to BSE or equivalent membership body • Experience using SAGE accounts • Experience working with integrated systems/CRM
<p>Attributes</p>	<ul style="list-style-type: none"> • Strong team working & interpersonal skills in order to interact with a range of internal & external stakeholders • Good listener, with the ability to identify & address issues quickly • The ability to remain calm in stressful situations • Able to adapt to the changing needs of a small charity and shift priorities accordingly • Self-motivated, able to prioritise work to meet tight deadlines • Flexible, organised and can-do attitude, with ability to move between tasks & handle work from a variety of sources • Ability to demonstrate a commitment to and understanding of BSE's values, vision and standards
<p>Circumstances</p>	<ul style="list-style-type: none"> • Able to work outside office hours on occasions and ability to travel as part of role including spending occasional nights away from home for BSE events.

Additional information:

Reflecting our team values

We are a strong cohesive team which provides an excellent service to our members. We are:

- Professional
- Passionate
- Accessible
- Supportive
- Inclusive and always act with integrity

Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with BSE executive officers to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the General Data Protection Regulations.

Equal Opportunities

The BSE welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We always aim to provide a non-judgmental service.

Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the BSE office must attend training identified by their manager or stated by the BSE to be mandatory. The BSE uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for members and staff. All staff are expected to become familiar with these systems and use them.

Information Management/Data Quality

The post holder must ensure that BSE records are documented, secured, stored and disposed of appropriately.

Travel to other sites

You will be required to travel to other locations; this will involve some overnight stays and some weekend work.

General

Requirement to attend and support the annual conference (generally the second Thurs, Fri and Sat in October). TOIL or paid time is given.

Expectation to volunteer to attend and support at least one practical exam a year. Held over weekends throughout the year. TOIL or paid time is given.

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade.

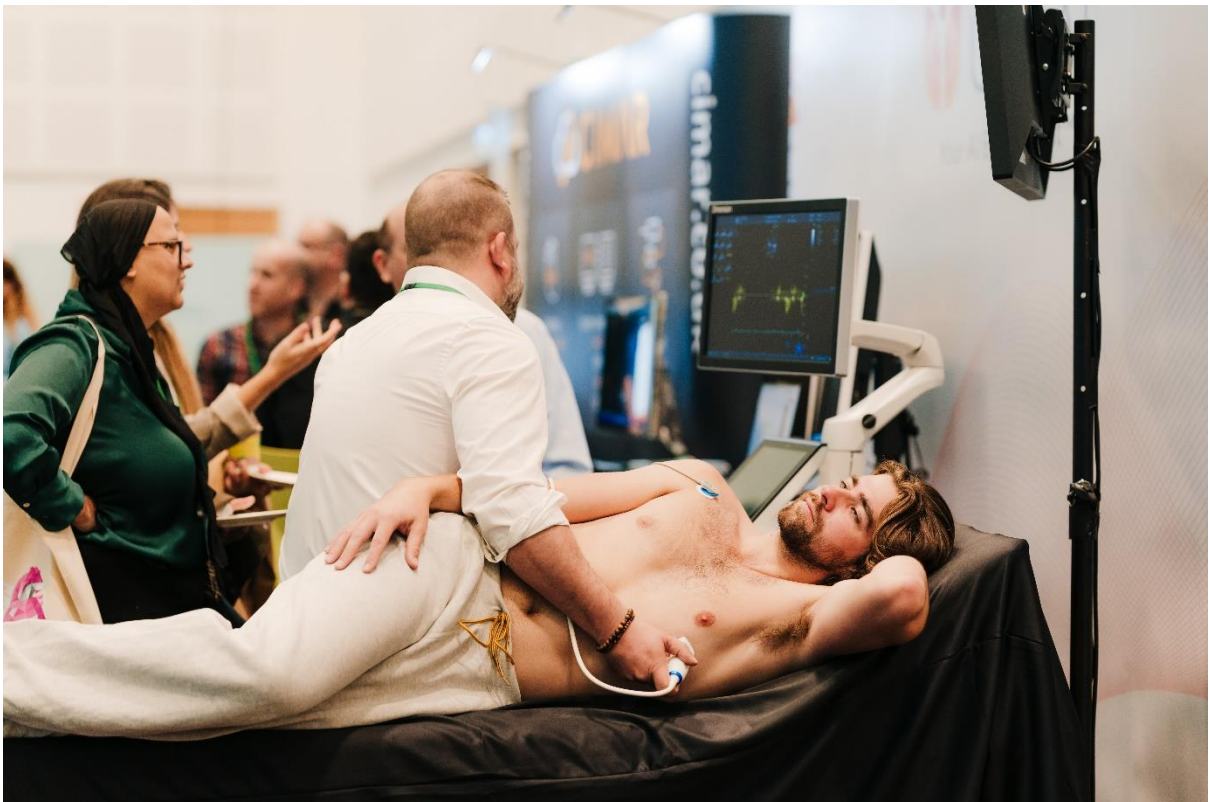
What we can offer you

Annual leave

25 days (excl. Bank Holidays) (pro-rated) increasing to 27 days after 5 years' service

Other benefits

- 9% non-contributory pension
- An opportunity to shape your own role in a thriving, ambitious organisation.
- The chance to work in a collaborative, supportive environment which is committed to development.





How to apply

Application is by way of a CV and a Supporting Statement which highlights why you are interested in the role and charity and how your experience fits the needs of the charity as set out in the person specification.

Please also outline your requirements in terms of office presence and hours sought when submitting your application.

Closing date: Sunday 10th March, at Midnight

Apply online at <https://nfpconsulting.co.uk/jobs>

Selection and timescales

There will be a two-stage selection process.

First interview: 18th /19th March - virtually

Final interview: 25th /26th March – in person

For an informal and confidential discussion about the role, please contact our strategic recruitment partner:

Vikki Park, Principal Consultant, NFP Consulting

M: 07495 259 123

E: vikki.park@nfpconsulting.co.uk

Accessibility

If you require reasonable adjustments at any stage of the recruitment process, including accessing a copy of the recruitment pack in large print or an alternative format, please contact

info@nfpconsulting.co.uk

Thank you for your interest in working with us and good luck with your application!

