



**Job Title : Finance Administration Manager**

**Starting Salary: circa £25K dependent on experience**

**Department: Finance**

**Reports To: Chief Finance Officer**

**Based: Salisbury**

**Job Purpose:**

High level statement summarising the role

To support the Chief Financial Officer (CFO) in his duties, organising and scheduling meetings, minute taking and dealing with general correspondence, chasing actions and reporting. The post holder will be responsible for providing a variety of MI for use by the Senior Executive Team, and will accompany the CFO to meetings as required, whilst building and developing relationships within the business.

**Role Dimensions:**

Number of staff, IFAs/clients, £ budget responsibility, business targets , funds under management etc.

As part of IFG Group, James Hay Partnership is one of the largest Investment Platforms in the UK, with £18.5 Bn. funds under management. The Finance Department has circa 30 staff out of a total 620 employees in the company.

**Structure:**

Organisation chart showing role reporting line



**Key Responsibilities and Accountabilities:**

Demonstrate the outline requirements of the role

- To provide support to the CFO in execution of general administration responsibilities, preparation of Board Reports and other related tasks.
- Collation, analysis and presentation of Financial data and Management Information.
- To communicate fluently and work closely with Senior Executives and Operations Department Heads, Sales, Finance, HR, Marketing & IT as appropriate.
- Ensuring the CFO has accurate and relevant data and information, in an accessible and timely fashion, to promote positive and considered management decision-making processes.
- Other Ad-Hoc duties as required.
- The post holder may be required to travel from time to time

**Skills, Knowledge and Experience:**

Education/Qualifications, Experience, Specific technical/personal skills, Attributes, Special circumstances e.g. car driver, heavy lifting

**Essential:**

- Proactive, highly organised and good at planning
- Excellent Excel skills and sound working knowledge of MS Office programmes e.g. Word, PowerPoint. Project and Visio are useful but not essential
- Good understanding of financial forecasting, accounting and budgeting
- Ability to communicate effectively/confidently at all levels, both internally and externally. Demonstrate good negotiation skills and build strong working relationships
- Highly numerate and sound attention to detail
- Demonstrable interest in financial markets and knowledge of the mechanics of the financial sector.
- Ability to handle sensitive and confidential information accordingly. NB. The successful candidate will be required to sign a confidentiality agreement

**Desirable:**

- Likely to be educated to at least degree level or equivalent professional qualification, possibly hold an MBA. OR An excellent, hands-on knowledge of James Hay's business, and a strong interest in financial aspects of the business gained from practical exposure to the various business areas.
- Presentation skills
- Commercial bias/orientation