



Finance Manager

Background

Dot Dot Dot is seeking a finance manager to join our team in a newly created role which will support the continued growth of our award-winning social enterprise.

Dot Dot Dot exists to get buildings that would otherwise be empty into use to house people who do brilliant voluntary work. Founded in 2011, today our team of 20, based in the Olympic Park, houses hundreds of people across the country and supports them to give tens of thousands of hours of voluntary help to a huge range of good causes. Our model works because it serves everyone involved – property owners can be confident that their buildings are being taken care of by responsible people, our residents receive good quality housing at a fraction of the cost of renting privately, and everyone living near our buildings benefits from neighbours who volunteer for charitable causes as well as avoiding the blight that empty properties cause. We were named by the Big Issue as one of the 100 Changemakers for 2019, a list of the people and organisations which are doing the most to address society’s most pressing problems.

We have consistently achieved fast growth since our launch, and our aim is to continue to grow in order to increase our impact on those we work with and to influence our sector. This new role will be pivotal in supporting these ambitions, and is a great opportunity for someone with a financial management background to make their mark in a social enterprise. We cover our costs by the income generated from our business operations, and not through donations and grants, so it is essential that the business continues to manage the risks it faces prudently and to operate efficiently. The finance manager will need to make sure that everyone in the organisation – from top to bottom – has the right financial information to make the best decisions.

Role description

Job purpose:	Responsible for ensuring that accurate and timely financial data is available to drive business decisions and to manage the financial elements of risks and opportunities. Provide a financial perspective in decision-making at all levels from operational to top-level strategy.
Team:	Core team
Responsible for:	Line managing a Finance Assistant role
Responsible to:	Chief Executive
Contract length:	Permanent
Working pattern:	37.5 hour working week. Working pattern will be flexible within our standard office opening hours which are Monday to Friday 0800 to 1900. The role is based with the rest of our team in our office in Stratford, East London. Dot Dot Dot supports requests for part time and flexible working options.
Salary:	£37000 - £45000

Target start date:	As soon as possible
Special Requirements:	Appropriate financial qualification commensurate with the role, e.g. ACCA, ACA, CIMA, AAT

<p>Job Context</p> <p>Dot Dot Dot is an ambitious and entrepreneurial organisation, and we aim to continue our strong growth in a well-managed way which allows us to maintain our reputation for excellent quality while increasing our social impact. Strengthening our financial systems is key to this, which is why we have created this new role of Finance Manager.</p> <p>In this role, the Finance Manager will bring together existing information and approaches and make improvements where necessary to ensure that our accounting and finance systems are appropriate to our current scale and fit for the future.</p> <p>The Finance Manager will be responsible for providing accurate and timely financial information to all colleagues including: monthly management accounts, budget monitoring, financial statements, cashflow management documents and other financial reports and analysis as required from time to time. They will also contribute to the decisions made on the basis of this information at all levels.</p>

	Primary accountabilities	Tasks
1	Ensuring Dot Dot Dot has an excellent understanding of its finances and has strong financial management processes	<ul style="list-style-type: none"> • Support better decision making and improved outcomes through the provision of timely, accurate and insightful financial reporting, analysis and commentary. • Preparation of budgets and financial forecasts reflecting financial planning assumptions and contributions from board members, senior colleagues and budget holders. • The timely and accurate preparation of a monthly management pack including company and team information complemented with trend and variance analysis as well as financial commentary. • Prepare monthly outturn statements and exception reports. • Develop and maintain financial structures and systems enabling the flow of management information to support strategic and operational decision making. • Develop, implement and review financial policies, procedures and process ensuring these remain fit for purpose. • Provide a service to all areas of our operation aiming to embed best practice, implement strong financial control and to support effective and efficient decision making. • Manage our current and forecast cash requirements meeting all administrative, programme and project related expenditure requirements.

		<ul style="list-style-type: none"> • Overseeing and managing a Finance Assistant role in administering accounts, updating records, processing payments (this role is dependent on budgetary availability and the volume of financial activity) • Working with a bookkeeping service to ensure accurate financial records
2	Working with colleagues across the business to ensure Dot Dot Dot manages its financial risks and makes the most of opportunities	<ul style="list-style-type: none"> • Support colleagues with budgeting, forecasting and monitoring; working with budget holders to ensure they understand their financial position • Contribute to the development of rigorous cost tracking processes in relation to contracts, clients and projects. • Prepare of agendas and notes for finance and administration meetings. • In addition to making business as usual go as well as possible from a financial perspective, contribute to the development of new projects, tenders and service proposals, providing oversight on the financial aspects.
3	Ensuring high quality HR and office management	<ul style="list-style-type: none"> • Maintaining and using other systems such as Salesforce, Float, BreatheHR • Owning responsibility for the management of our office environment so it is a great place to work and visit. • Liaison with external contractors regarding IT and building management issues. • Owning and managing our relationships with external providers for: <ul style="list-style-type: none"> ○ Pension scheme ○ Specialist HR advice on a call-off basis ○ Banking ○ Direct Debit and online payment collections ○ IT support ○ Communications and telephony • Managing HR admin functions such as tracking holidays, sick days and contract renewal dates.

Person specification – skills and experience

You will need to quickly grasp Dot Dot Dot’s business model in order to understand our financial risks as well as opportunities. You’ll need to have the skills and experience to understand our finances, the willingness to build better financial management systems and you’ll be excited about contributing a financial perspective to Dot Dot Dot’s decision-making at all levels.

As a Dot Dot Dot team-member you will share our strong motivation to create good quality housing, support volunteering and build communities.

Significant financial management experience including preparing management accounts	Essential
Proven track record of financial administration and management, and of delivering a finance function in a similarly sized organisation	Essential
Experience and knowledge of financial management information systems	Essential
Financial or accounting qualification: AAT/CIMA/ACCA/ACA for example	Essential
Ability to develop financial strategies, policies and procedures	Essential
IT competence and experience – Excel and Microsoft Office	Essential
Competence in an accounting package and ability to apply this to Dot Dot Dot’s accounting system (Xero)	Essential
Knowledge of company statutory obligations, e.g. responsibilities to HMRC and Companies House	Essential
Experience in creating, monitoring and amending organisational budgets	Essential
Experience of contributing a financial perspective to colleagues working on strategy as well as service delivery	Desirable
Experience of working with, advising and supporting budget holders	Desirable
Experience of business case preparation and costings for businesses and new projects	Desirable
Experience of working effectively alongside a Management Team in partnership with Directors or Trustees (or similar equivalent).	Desirable

Person specification – attributes and personal qualities

- Excellent communication and inter-personal skills, especially in communicating financial information to non-financial colleagues.
- Flexible in approach and good at dealing with a diverse range of issues, challenges and projects.
- Friendly, approachable and professional attitude
- Have a high level of analytical and problem-solving skills.
- Be confident making important and high-level decisions
- Team player
- Well-organised and excellent at managing own time
- Self-motivated and able to work on own initiative
- Attention to detail and determination

How to apply

To apply, please complete and download an application form from our website. Please send your completed application form and CV (or LinkedIn profile link) to recruitment@dotdotdotproperty.com.

If you have questions about the role or would like an informal conversation about the role and whether your skills would be a good fit for Dot Dot Dot, please request a phone call from one of our senior team by getting in touch with hello@dotdotdotproperty.com.