

Job Title: Finance Manager
Reporting to: Head of Finance
Location: London
Contract Type: Permanent

About Police Now

Our mission is to transform communities by inspiring, recruiting and developing leaders in policing. We are working towards a day when every community, whatever the socio-economic background of its residents, can thrive without residents being fearful of crime and feel confident in the police service.

Launched in 2014, Police Now trains graduates and career changers with leadership potential to be inspirational police officers and outstanding crime fighters on our National Graduate Leadership Programme as well as our new National Detective Programme. Police Now is a rapidly growing start-up enterprise with over 80 staff, and as such we are looking for individuals to join the team who have an entrepreneurial, flexible style and will contribute effectively to the growth, professionalisation and leadership of this evolving organisation.

Everything we do reflects our values: Believe, Achieve, and Develop. For more information on the work we do and our values, please visit www.policenow.org.uk

Your role

We are hiring a Finance Assistant Manager to support our internal operations and support the Head of Finance to develop an industry leading finance function to support Police Now's ambitious plans.

You will be working in a friendly and fast-paced team, working closely with a Finance Coordinator and the Head of Finance to ensure Police Now's financial operations and reporting are efficient and compliant to enable the overall success of the social enterprise. Furthermore, this role will support the wider operations team to manage our office environment and internal processes which is a key role in enabling the productivity and happiness of staff. You will have responsibility for several tasks.

What you'll do

- Processing timely and accurate payment of all suppliers, purchase ledger and expenses invoices.
- Preparing and processing BACS payments
- Responsible for month-close process including month-end account reconciliations and journals including accruals, prepayments and fixed asset depreciation.
- Ensuring the correct VAT recovery rates are used when processing and paying purchase invoices
- Preparing the quarterly VAT return and ensure filing deadlines are met
- Processing monthly payroll including PAYE and pension payments
- Preparation of monthly management accounts
- Assist with both internal and external audit processes
- General oversight of contracts with partners and forces, and raising issues to Finance & our Data Protection Officer where required, including length of contract, termination clauses etc.
- General oversight of our large supplier contracts, property contracts and IT contracts
- Support the Head of Finance with specific tasks as they arise
- Maintaining effective communication and ensuring that all information is shared with relevant staff

What you need

- At least 5 years experience working in an accounting department (charity experience is preferred)
- Professional Accounting qualification (dependent on experience will consider part qualified or working towards)
- Solid knowledge of financial and accounting procedures
- Successful track record of financial management
- Experience using financial software including a willingness to learn how to use new systems
- Proficiency in Microsoft Excel, Word and Outlook
- Superb written and verbal communication skills
- Accuracy and attention to detail
- Ability to plan and organise effectively to work to tight deadlines
- Collaborative, can-do attitude
- Strong emotional intelligence as communication and decision-making will impact all areas and levels of Police Now
- A friendly and respectful attitude towards colleagues and others
- Flexibility in supporting colleagues
- Must be trustworthy and able to maintain confidentiality
- Commitment to Police Now mission

What you'll get from us

- Competitive salary of £37,000 - £43,000 dependent on experience
- Police Now's core benefits package includes 27 days holiday each year and participation in a pension scheme (with 5% employer contributions and 3% employee contribution)
- Flexible working options, including working from home and part-time arrangements
- The opportunity to work at a true start-up which has rapidly grown and help to scale Police Now
- A great team passionately working to build the next generation of leaders inside and outside policing
- A bright, airy, modern and buzzing office in Central London (Zone 1)

Please note

Applications will be screened as they are received and invited to interview accordingly. Police Now reserve the right to close the advert prior to the closing date, should a suitable applicant be appointed. Early applications are therefore encouraged.

This job description is issued as a guideline. It is not exhaustive, and we would be pleased to discuss any constructive comments you may have. Due to the evolving nature and changing demands of our business this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description and according to the needs of the organisation.

How to apply

It's simple. Please submit a covering letter and CV through the Police Now website.

IMPORTANT: When submitting your application please be aware that we will only consider applications from Finance & Accounting professionals who clearly set out what excites them about Police Now's mission, what it means to them and demonstrate a commitment to making systems and processes, more effective, simpler and quicker.