

JOB DESCRIPTION

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| Position: | Finance and Legacy Manager |
| Responsible to: | Director of Finance |
| Responsible for: | N/A |
| Works With: | All staff, Senior management and Trustees. Daily with the Finance team. |
| Location: | Hybrid working – office in Godalming and home |

Overview:

The Finance and Legacy Manager is accountable to the Finance Director and responsible for the accurate and timely recording and reporting of the accounting transactions of the League Against Cruel Sports charity and its subsidiary. This includes ensuring the integrity and completeness of data and information used by and supplied by the finance function.

The role will assist the Finance Director with budget planning, production of monthly Management Accounts, team budget reporting and developing other required financial reports and analysis in support of the League's operations; thereby helping to maintain a secure and viable financial environment in support of achieving the charity's charitable objectives into the future.

The role will also be responsible for overseeing the legacy administration process. This aspect of the role is crucial in ensuring that the charity's legacy income is managed efficiently and in compliance with all relevant regulations.

The League Against Cruel Sports is Britain's leading charity working towards a kinder society where persecuting animals for 'sport' is in the past.

Redefining what is acceptable and inspiring change, we were instrumental in helping bring about the landmark Hunting Act 2004. Driven by compassion and empowered by knowledge, we manage sanctuaries to protect wildlife, carry out investigations to expose law-breaking and cruelty to animals, and campaign for stronger animal protection laws and penalties.

United, we will end animal cruelty in the name of 'sport'.

Purpose of Job:

- To deliver effective management and control of the League's financial functions, ensuring accurate and timely transaction recording, and timely and effective planning, reporting and monitoring.
- To ensure that the finance operational policies and processes are appropriate, based on best practice and are most effective in supporting the finance function and thereby helping to ensure the League's finances are secure, balanced and sustainable.
- To enable the finance team to drive sustainable growth through highly effective and efficient processes in all areas of its operations, and support and advise on process improvement in all aspects of the League's operations (particularly those with a financial implications).

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- To manage the administration of all legacies left to the charity, ensuring timely and accurate processing and receipt of legacy gifts by liaising with executors, solicitors, and other stakeholders to ensure the charity receives its full entitlements in accordance with donors' wishes.

Principal Responsibilities:

Financial Management:

- Oversee the charity's transactions processing: reviewing transaction postings onto the finance system, creating journals, reviewing reconciliations and ensuring accurate and timely processing.
- Assist in the preparation of the monthly management accounts, including income and expenditure reports.
- Assist in the preparation of the annual budget and long-term financial plans, working closely with the finance team and department heads.
- Support the year-end financial audit, providing necessary documentation and explanations to auditors.

Reporting and Analysis:

- Provide regular financial reports to senior management, highlighting key trends and risks.
- Conduct financial analysis to support strategic decision-making and identify opportunities for cost savings or income generation.
- Identify and develop opportunities for process improvements to financial systems and policies.
- Prepare reports on legacy income performance, including projections and comparisons to previous periods.

Legacy Administration:

- Manage the administration of all legacies left to the charity, ensuring timely and accurate processing and receipt of legacy gifts.
- Liaise with executors, solicitors, and other stakeholders to ensure the charity receives its full entitlements in accordance with donors' wishes.
- Maintain accurate records of all legacy donations, including the tracking of probate processes and distributions.
- Monitor and report on the progress of legacy cases, providing updates to senior management and trustees.
- Ensure compliance with all legal and regulatory requirements related to legacy gifts, including GDPR and charity law.

Generally:

- Work in line with company policies and processes, in particular health and safety and information security
- Actively work to embed sustainability into day-to-day practices, advancing sustainability at the charity
- Take an inclusive and collaborative approach to teamwork and stakeholder engagement
- Any other duties that are reasonably asked of you

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| Skills/Knowledge | Essential | Desirable |
|--|---|---|
| Professional and Technical Qualifications | <ul style="list-style-type: none"> ▪ A degree in finance, accounting, or a related field, or ▪ Qualified AAT/ Part qualified accounting qualification ACCA/CIMA/ACA, or ▪ Qualified by experience. | <ul style="list-style-type: none"> ▪ A professional qualification (e.g., ACCA, CIMA, ACA) |
| Experience and Knowledge | <ul style="list-style-type: none"> ▪ 3 years' proven experience working in a financial background ▪ Experience in legacy administration within a charity or similar organisation ▪ Strong financial management skills, including experience with management accounts, budgeting, and financial analysis ▪ Knowledge of charity finance regulations and legacy administration processes | <ul style="list-style-type: none"> ▪ 5 years' proven experience working in charity finance. ▪ Strong understanding of charity laws and regulations. ▪ Experience of development, maintenance and monitoring of management information systems and processes. ▪ Understanding of accounts preparation and audit. |
| Skills and Competencies | <ul style="list-style-type: none"> ▪ Sensitive and effective interpersonal skills – able to establish and maintain excellent working relationships with internal and external stakeholders ▪ Able to generate solutions, analyse and understand issues and make rational judgments based on relevant information ▪ MS Word, PowerPoint and Outlook competence, as well as advanced Excel skills. ▪ Excellent numerical and analytical skills, with strong attention to detail and with a highly organised approach. | <ul style="list-style-type: none"> ▪ Financially astute with an ability to grow the League ▪ Ability to think strategically, assess risks, monitor trends and anticipate implications of decisions |

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Personal Characteristics

1. A genuine empathy and compassion for animals and commitment to the objectives and purpose of the League.
2. A collaborative approach to work and a commitment to the values of accountability, openness and diversity.
3. A credible, approachable person that can build rapport and win hearts and minds for the League.
4. The courage and resilience to work in challenging environments and manage demands in an emotionally mature way.
5. The ability to drive forward change and adapt response accordingly to changing needs and circumstances.

Acknowledgement

I acknowledge receipt of this job description. I confirm that I have read, understood and accept the requirements of this role.

Signed by the employee:

Printed name:

Date: