

Finance Manager

Role Description

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Finance Manager

Contract type: Permanent (0.4 FTE)

Salary: £35,000-£37,000 per annum pro rata (depending on experience)

1.1 Overview

The **London School of Architecture (LSA)** is an independent higher education provider registered through the Charity Commission as a Charitable Incorporated Organisation (CIO).

We currently offer a single academic programme: a two-year postgraduate Masters in Designing Architecture. The programme is prescribed by the Architects Registrations Board and validated by the Royal Institute of British Architects.

The LSA has two fundamental objectives - to widen access and participation, supporting the greatest and most diverse talents into a career in built environment; and to deploy design as a transformative force to enable people living in cities to experience more fulfilled and sustainable lives.

Opened in 2015, the LSA has introduced a unique new form of architectural education that enables students to earn while they learn, vastly reduces their debt, and critically equips them to design the innovations in architecture that we will need in the future.

Bringing together academia and practice in creative partnership, our two-year Part 2 programme is supported by 200+ practices who provide work placements. Based in London to be close to these placement providers, we recruit from across the UK and seek to enroll 65 students per year.

Alongside our course programme, the LSA is expanding its free-to-access outreach and access programmes – ‘Part 0’ – and is launching short courses for professional practice – ‘Part 4.’

1.2 Role

We are looking for an experienced, collaborative accountant and finance manager to join our small operations team. You will be responsible for the School's day-to-day financial matters and longer term financial planning and analysis, working closely with both the Chief Executive and the financial Trustees. This is a part-time opportunity working 15-20 hours per week. The role is based at the LSA's student hub in Hackney.

1.3 Key Relationships

Externally: Professional and Statutory Regulators, Contractors, Consultants

Internally: Operations Team, Board of Trustees, Audit and Risk Committee, Finance and Fundraising Committee

Reporting line: Head of School/Chief Executive

1.4 Responsibilities

Bookkeeping and Accounts

- In collaboration with the LSA's outsourced bookkeeping and payroll service, take responsibility for preparation of annual budget, forward income and cash forecasts, management accounts and year end accounts.
- Produce monthly variance report on P&L and cash and management accountant's commentary.
- Monitor expenditure and bought ledger process.
- Prepare invoices for students and donors; process invoices from faculty and other contractors.

Student Finance

- Arrange salary sacrifice, including processing invoices and tracking payments.
- Process student expenses and manage workshop budget allocation for each student.
- Manage the collection process including student debt and donations.
- Manage the relationship with the Student Loan Company and other student finance bodies.
- Serve as the first point of contact for student enquiries on tuition fees and student finance.
- Process bursary and hardship fund applications for discussion at the Bursaries Committee.

Financial planning and strategy

- Work with the Chief Executive/Head of School on financial planning and analysis of strategic projects and integrate these with the School's broader budget.
- Update financial information for funding applications and monitor expenditure for grants and funding awarded.
- Prepare a quarterly financial report for the Board of Trustees.

Audit and Regulatory Returns

- Coordinate the annual audit with the Chair of the Audit and Risk Committee
- Prepare and submit financial regulatory returns/forecasts, eg for the Office for Students

1.5 Experience

Essential

- Ability to work in liaison with the financial Trustees (Treasurer and Chair of the Audit and Risk Committee)
- Experienced in dealing with and presenting to a senior management/executives
- Ability to manage own workload and work with minimal supervision
- Collaborative team player
- Strong knowledge of Excel and good all-round IT skills

Desirable

- ACA qualification
- Some payroll and personal tax knowledge
- Previous experience of student finance