

Finance Manager

Prism the Gift Fund

Salary: £38,000 - £45,000 per annum dependent on skills and experience.

Role: Full time, permanent.

Location: Marylebone, London, W1

We are looking for an experienced finance professional to support our Senior Finance Manager and key stakeholders with a high-quality finance service in this new role within our small yet growing team. The successful candidate will have an in-depth working knowledge of accountancy software package Sage 50 and will be key in delivering an upskill programme across the organisation. This is an excellent opportunity for someone looking to develop their charity finance experience.

The Organisation:

Prism the Gift Fund, Prism, is a UK registered charity, and company limited by guarantee in England and Wales. We are an entrepreneurial and dynamic charity, working with HNW individuals, foundations and groups of donors to administer their charitable giving.

Our growing team is a talented group of exceptional colleagues who are professional, entrepreneurial and hardworking. This year, Prism is proud to be 74th out of the top 3000 charities in the UK in its level of donation income, top 15 best charities to work for and one of the Escape 100: Best companies to escape to in 2019! We also won the Philanthropy Adviser of the Year in this year's City Wealth awards and the Luxury Briefing Award for Best Philanthropy Offering in 2020 and Trustee Board of the Year in the Charity Times Awards 2020. Prism's donation income in financial year end June 2020 was £94m and it distributed £53m to charities around the world. Prism's mission is to increase the flow of funds into the charitable sector which we deliver through two key offerings:

- Donor Advised Fund (DAF) services to HNW / UHNW individuals & families who channel their national and international philanthropy through Prism as a time, cost, and tax effective alternative to one's own grant making foundation.
- Collective Fund services - charitable, finance, and governance infrastructure - to groups who want to create brands or projects of a charitable nature under Prism's auspices. The Collective enters into a relationship with Prism, benefiting from our charitable expertise, a full administrative service including due diligence and disbursement of the funds raised in their name.

Key Responsibilities:

- Reporting directly to the Senior Finance Manager, this role will be critical in ensuring all SAGE activity with the organisation is accurate and delivered to a high standard
- Monthly reconciliation of Bank and SAGE with client statements
- Trial balance, profit and loss, balance sheet and variance analysis
- Calculating fees and raising invoices for clients and collective funds
- Manage recording of donations, grants and Gift Aid claims
- Updating and maintaining client statements to a high standard, ensuring attention to detail and correlation with SAGE
- Preparing quarterly VAT accounts and supporting with Annual accounts
- Processing & overseeing payments, Liaising with banks where relevant

- Preparing and updating various Management Information reports
- Accounts Payable and Receivable
- Provide support to the Relationship Managers on quarterly client statements and annual tax statements
- Support the Senior Finance Manager with the creation of ad-hoc reports, analysis and presentations
- Investments - recording all investment information, liaising with asset managers, managing paperwork for new investments and gifts of assets etc

The Candidate

This is a fantastic opportunity for an entrepreneurial finance professional who can work quickly to get the processes and controls working smoothly. We are looking for someone talented and engaging, with a positive attitude to work who can quickly develop the team towards a high-quality financial service function. You will be highly organised, conscientious and process driven with the ability to deliver real results and help drive the performance of Prism forward.

- 3-5 years' experience in a similar role
- ACCA part-qualified
- Expert knowledge of accountancy software package SAGE 50
- Highly numerate
- Excellent communication and interpersonal skills with the ability and confidence to communicate effectively at all levels and with a diverse range of stakeholders
- Experience of working with confidential or sensitive data with knowledge of how to communicate and store information safely
- Focused with meticulous attention to detail and proven ability to undertake tasks required to a high level of accuracy
- Extremely organised with the ability to work under pressure, use initiative and manage multiple priorities to meet deadlines
- Educated to degree level or equivalent(desirable)
- Strong IT skills, in particular Microsoft Excel
- Passionate about Prism and what we do
- Knowledge and understanding of the Charity Sector (highly desirable)

Benefits

- **Competitive salary with a discretionary end of year bonus**
- **Starting annual leave entitlement of 22 days rising with length of service to a maximum of 25 days**
- **Option to participate in our cycle to work scheme**
- **Pension scheme**
- **A supportive "family-feeling" organisation**
- **Excellent training and development opportunities**

If you are interested in this opportunity, please send a CV and covering letter to Alison via alison@prismthegiftfund.co.uk

Please provide evidence of your ability to match the criteria outlined in the role competencies and ensure your cover letter includes details of your latest salary and notice period.