



Finance & Partnerships Manager at the Entrepreneurs' Forum

Based at Proto, Gateshead / Flexible home working

Job purpose

To manage finances and partnerships for the Entrepreneurs' Forum enabling the efficient execution of the Forum's strategy, mission and vision.

Main duties and responsibilities

This is a typical list of duties that the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time:

- Preparation of monthly management accounts to include Profit & Loss, Balance Sheet, Budget variance and Cashflow forecasts
- Production and submission of quarterly VAT returns, monthly PAYE/ NI returns, and annual tax return
- Cashflow management through ownership of banking, invoicing, purchasing and debt collection
- Full responsibility for payroll, including processing of monthly payroll, starters/leavers, P60s, P11Ds and real-time reporting to HMRC
- Management of staff benefits including pensions schemes, death in service policies, medical insurance. Managing staff holidays and monitoring leave (including sick and other leave)
- Managing programme of activity and relationships with our collaboration partners. This will typically involve building and executing delivery of bespoke packages of activity which mutually benefit both the partner and the Entrepreneurs' Forum
- Supporting the Membership Manager with identification and recruitment of entrepreneurial members. This will include 1-1 meetings with prospective entrepreneurs
- Working with event sponsors to maximise their return on investment
- Supporting the Chief Executive with management of corporate partner relationships
- Management of office operational matters including business insurances, landlord relations, utilities, and office supplies
- Attendance at the majority of the Entrepreneurs' Forum events is encouraged

Competitive benefits package:

- Salary of between £30,000 and £35,000 p.a. depending on experience
- Flexible working arrangements, including part time hours

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- 25 days paid holiday (plus statutory bank holidays)
- Additional 3 days paid holiday at Christmas
- Health Shield, cashback health insurance policy
- 5% company pension contributions
- Death in service insurance

Desired knowledge, skills and experience

- Qualified or part-qualified accountant
- Experience of managing accounts for SME, including payroll
- High level of networking/ communication skills
- IT skills including Xero, Microsoft Office and CRM systems. Basic coding skills would be beneficial.

Key personal attributes

- Proactive and flexible approach
- Self-motivated and team player
- Commitment to excellence
- Able to demonstrate strong business acumen
- Excellent communication skills at all levels
- Willingness to learn and develop
- Outgoing personality and a desire to network

Reports to

Chief Executive