

JOB DESCRIPTION

JOB TITLE:	Finance Manager - (Part time and mostly remote)
REPORTING TO:	Group Head of Finance – dotted line to Red Whale COO
MANAGING:	Senior Finance Assistant
HOURS:	22.5 hours a week over three to four days working flexibly from home
SALARY:	Region of £60,000 FTE – depending on experience
DATE:	January 31

We are currently seeking a Finance Manager to join our team at Red Whale. This role will have responsibility for all aspects of finance in a small (£3m revenue) but constantly evolving organisation.

About Red Whale

Red Whale is a leading UK medical education provider, serving thousands of primary care professionals every year. A remote first and flexible organisation since our inception, we continue to hold true to our values to inspire, empower and care through trustworthy, top quality medical education so that primary care colleagues can deliver their best care possible.

We are shamelessly proud of never ever EVER taking pharmaceutical company sponsorship of any kind, not even a biscuit, a pen, or a sticky note!

Originally a face-to-face course provider, we have now transformed into a digital powerhouse, creating educational content that rivals TV productions, on a super sleek digital platform. Acquired by the Medical Defence Union (MDU) in 2023, we are now on an exciting journey to broaden our impact beyond the primary care market.

The Role

Your responsibilities will include accurate financial reporting, strong financial controls, compliance with relevant regulations and conducting financial analysis as required to support the business' decision making. This role requires a hands-on approach, managing and supporting the Senior Finance Assistant whilst also working collaboratively with the finance team at our parent company (MDU).

Key Responsibilities

Financial Reporting:

- Preparation of monthly, quarterly, and annual financial statements (income statement, balance sheet, cash flow statement) and streamline the processes that are already existing to generate these.
- Analyse financial data and provide insightful reports to management, highlighting key trends, variances, and areas for improvement.
- Develop and maintain accounting policies and procedures.
- Report performance to the Senior Management Team and to the wider team during team events.

Budgeting and Forecasting:

- Lead the annual budgeting process, working closely with Red Whale department heads and the MDU to develop realistic and achievable budgets.
- Prepare regular financial forecasts, identifying potential challenges and opportunities.
- Monitor budget performance and review variance analysis.

Cash Flow Management:

- Monthly cash flow forecasting to ensure sufficient funds are available to meet day to day operational needs.

Financial Analysis:

- Conduct financial analysis to support decision-making, such as investment ROI, pricing reviews, profitability analysis.

Financial Control, Compliance and Risk Management:

- Ensure compliance with all relevant financial regulations and accounting standards (FRS102, UK GAAP, CA2006).
- Implement and maintain a strong internal control environment.
- Produce monthly balance sheet reconciliations and review with Group Finance.
- Take responsibility for identifying and addressing financial risks and maintaining the finance risk register.

Payments and Tax:

- Approve payment of salaries, expenses and invoices in a timely manner.
- Working with Group Finance to ensure accurate filing of all tax returns, ensuring compliance with tax legislation.

Other Responsibilities:

- Maintain good relationships with the MDU finance team and any external auditors they might appoint.
- Supervise and mentor the Senior Finance Assistant and cover for her as required.

Qualifications

- Bachelor's degree, ideally in Accounting, Finance, or a related field.
- Professional accounting qualification (e.g., ACA, ACCA, CIMA).
- Proven experience as a Finance Manager or similar role, preferably in an SME environment.
- Strong knowledge of accounting principles (FRS102, UK GAAP, CA2006) and financial reporting.
- Proficiency in accounting software (preferably Xero) and Microsoft Excel.
- Excellent analytical, problem-solving, and communication skills.
- Ability to work independently and as part of a team.
- Strong attention to detail and accuracy.

Personal Attributes

- Highly organised and efficient who can easily adapt to changing priorities.
- Proactive and results-oriented.
- Strong work ethic and commitment to meeting deadlines.
- Excellent interpersonal skills and ability to build strong relationships.

What we offer

- **Benefits:** Starting salary from £60,000 FTE, with pension, income protection, and death in service insurance.
- **Flexible Working:** We've been remote-first since 2007 and offer flexible hours and the opportunity to work from home most of the time with occasional meetings in the Reading or London (Canada Square) offices.
- **Freedom & Autonomy:** We believe in management by outcomes, not micromanagement. After onboarding, you'll have the autonomy to shape your role.
- **Collaborative Culture:** We're a positive, can-do team where it's safe to make mistakes and learn from them. We're all in it together to make a difference in healthcare.

Here's how to apply

We are open to new applications until 7th February 2025. During this period, we will engage with candidates for pre-screening and shortlisting.

For successful applicants, we will arrange the 1st round of interviews between the 3rd and 14th of February. Between the 17th and the 21st February, we will schedule the 2nd and final round of interviews.

We are flexible, but ideally, the successful applicant will start as soon as possible.

At Red Whale, we actively encourage applicants from ALL backgrounds. This includes those from underrepresented backgrounds, people from Black and ethnic minority backgrounds, those with disabilities and those from the LGBT+ community. We want to bring a unique blend of experiences, backgrounds, perspectives and knowledge as we recognise that diversity makes us stronger. As is good practice, we will operate a completely blinded short listing process.