



Head of Finance and Administration (permanent, full time)

Asia House is a centre of expertise on Asia and the leading pan-Asian organisation in the UK. Through its programme of events on policy, business and arts and learning, it seeks to build links between the UK, Europe and Asia. Asia House is supported by a range of corporate members, including some of the UK's biggest brands, and has a vibrant community of individual members and Patrons. Its magnificent listed building in New Cavendish Street, which includes a museum-standard art gallery, is also offered for venue hire.

Asia House is seeking an experienced **Head of Finance and Administration**. The role will be part of the senior management team and will have responsibility for Asia House's financial management, Human Resources function and all legal matters.

Job Description

Job Title: Head of Finance and Administration
Reports to: Chief Executive
Based in New Cavendish Street, London, W1G 7LP

Key Responsibilities

- Maintain accurate and up to date accounting records for Asia House and its subsidiaries, using Sage 50
- Produce monthly management accounts detailing performance for each cost centre and the organisation as a whole
- Ensure robust financial controls are in place and adhered to throughout Asia House.
- Prepare the statutory accounts for Asia House, Asia House Enterprises Ltd (a trading subsidiary) and Sixty three New Cavendish St Ltd (a dormant subsidiary) and assist the statutory auditors during their audits
- Prepare and submit annual returns for Asia House and its subsidiaries to Companies House and the Charities Commission.

- Maintain payroll records; manage and oversee the outsourced payroll services; ensure that all appropriate PAYE/National Insurance deductions are made and paid over to HM Revenue & Customs in good time; and make P35 end of year submissions
- Prepare quarterly VAT Returns and reconciliations and ensure it is in accordance with the partial exemption method approved by HMRC
- Submit corporation tax returns for Asia House Enterprises Ltd
- Ensure that all contractual, financial reporting and management systems meet the requirements of all government legislation, company and charity law
- Establish an annual budget-setting programme with the Chief Executive and prepare comprehensive annual budgets with the senior management team
- Provide the Chief Executive with relevant and accurate periodic reports, with variance analysis and commentary, for presentation to the finance committee and the board.
- Provide the Chief Executive and Finance Committee with regular reports on cashflow, invoicing and debtor and creditor balances
- Maintain personnel records, including holiday, sickness and appraisal records, as well as the staff handbook.
- Ensure HR policies and processes are implemented and followed correctly
- Oversee all legal issues and act as the main contact with our external legal advisors

Skills and qualifications:

- Qualified ACCA, ACMA or ACA Accountant, including relevant post- qualification experience
- Proficiency in financial accounting & reporting, including external statutory reporting and audit
- Management accounting experience including budgeting, forecasting, monthly reporting
- Proven ability for implementing and monitoring financial controls
- Staff management experience
- Knowledge of legal, HR and personnel issues

The successful candidate should:

- Have excellent interpersonal and communication skills
- Have strong influencing and leadership skills
- Have excellent planning, organisational and time management skills
- Be resilient and able to work well under pressure, prioritise a heavy workload and work both reactively and pro-actively
- Have proven planning skills
- Be highly competent with Information Technology
- Have a high degree of integrity, tact, diplomacy and corporate spirit
- Have a hands on approach and be a team player

Experience of Charity accounting would be an advantage, as would experience working in a membership organisation.

Conditions of Service

- Salary: competitive
- Permanent, full time role with a six-month probation period
- Annual Leave: 25 days + Bank Holidays
- Life Insurance and private medical insurance

How to Apply

Please send your current CV and a one page cover letter, including salary expectations, to recruitment@asiahouse.co.uk by close of play Friday, July 25.

Asia House is a non-profit, non-political organisation. To learn more about Asia House, please visit www.asiahouse.org.