

JOB DESCRIPTION: FINANCE & OFFICE MANAGER

REPORTS TO: Chief Executive

About AFB

The Association of Foreign Banks (AFB) is the membership body that represents the interests of foreign banks in the UK to stakeholders including the Government, HM Treasury, and regulatory bodies (PRA and FCA). The AFB has c170 foreign banks in its membership, representing c80% of the foreign bank market. This includes firms from all around the world, including G-SIBs such as Citigroup, ICBC, JPMorgan, BNP Paribas, MUFG, to banks with smaller operations in the UK.

The AFB is here to support all our members and ensure their businesses in the UK thrive. Foreign banks engage in a wide range of banking and investment business activity in the UK, primarily, but not exclusively, in the wholesale markets. They make a significant contribution to London's standing as a major international financial centre and to the depth and breadth of global financial markets. They employ thousands of people across the UK and invest billions of pounds each year.

Job purpose

Reporting to the Chief Executive, the Finance & Office Manager will play a pivotal role in ensuring the smooth running of the organisation's financial processes, office administration, CRM, member engagement, and corporate governance. This is a varied and hands-on role, ideal for someone who enjoys working in a small team environment with a wide remit of responsibilities.

Key responsibilities

Finance

- Prepare and manage annual budget and regular forecasts
- Record all transactions in Xero
- Raise and issue invoices/credit notes where required
- Manage outstanding invoices
- Ensure timely payment of incoming invoices, payroll, Corporation Tax, PAYE/NI
- Prepare and submit quarterly VAT returns
- Undertake bank account reconciliations and report any discrepancies to CEO
- Assist the CEO with budget and reports preparation and management information
- Oversee the Annual Audit, including liaison with external auditors and preparing year end Accruals and Prepayments
- Proactively manage AFB's cash balance and ensure funds are distributed with no single account holding funds above the FSCS threshold, allowing for ease of access and ensure funds generate the best return
- Administer the salary and bonus sacrifice pension scheme and liaise with benefits broker regarding renewals of staff benefit subscriptions.

Member engagement

- Manage the annual membership renewals process via the CRM, proactively dealing with queries and possible resignations
- Work with the Director of member and stakeholder engagement to handle member queries, onboarding and engagement tracking throughout the year
- Proactively manage outstanding subscriptions.

Company secretarial/corporate governance

- Register new Directors at Companies House and remove retired Directors' details
- Keeping the Board rotation up to date in accordance with AFB's Articles of Association
- File Annual Statement at Companies House
- Help organise the AGM in accordance with AFB's Articles of Association, including preparation of Director rotation and circulating the Annual Accounts
- Ensure compliance with internal policies and external legal obligations (Companies House, etc.)
- Maintain any governance registers (e.g., conflicts of interest) and liaison with legal advisors.

General

- Provide financial and management information as required by CEO
- Work with colleagues to manage and maintain the CRM system, ensuring accuracy and UK GDPR compliance
- Oversee all office operations including facilities, suppliers and IT coordination
- Provide support for events and special projects as needed.

Person Specification

Essential:

- Proven experience in office/business/financial management or operations, ideally in a membership body
- Strong financial skills including budget management and financial forecasting as well as experience working with accountants or bookkeepers
- Strong communication and organisational skills including awareness of and ability to manage deadlines
- Experience with finance software (ideally Xero)
- High standard of numeracy, accuracy and attention to detail
- Proficient with CRM systems and data handling
- Discreet and comfortable working with sensitive information

Desirable:

- Understanding of governance in not-for-profits or membership organisations
- Familiarity with the banking or financial services sector

