



Finance Manager – INTO North America

Company background

INTO University Partnerships collaborates with leading universities to provide international students with a personalized and highly supportive learning environment in which to acclimatize to life on a US university campus and prepare for long-term academic success. Since 2006, INTO has launched partnerships to internationalize universities in the US, UK and Asia. Universities in the US include: Oregon State University, University of South Florida, Colorado State University, Marshall University, Drew University, George Mason University, Saint Louis University, The University of Alabama at Birmingham, Washington State University, Suffolk University and Illinois State University.

Reporting line

The Finance Manager for INTO North America reports directly to the VP, Commercial Finance.

Job overview

The role will primarily be focused on supporting the functions within INTO North America (INTO NA) to aid decision making through enhanced insight. This role will be responsible for ensuring all financial, budgeting and risk processes are adhered to, providing insightful financial information to key stakeholders in order for INTO NA to meet its targets. The successful candidate will be expected to be highly proficient in all aspects of business operations and contribute to the efficiency and profitability of INTO NA. This position is a key support role for the Director of Commercial Finance, primarily supplying timely and accurate information to assist in critical operational decisions and to enhance business partner relationships.

Key accountabilities and duties

This is a valued role in a growing, dynamic organization, so the responsibilities of this position may change and develop over time, but will include the following:

- Coordinate the collection, compilation, review and analysis of annual budgets and periodic reforecasts for the INTO North America P&L ensuring these meet strategic targets, and have been robustly reviewed and challenged where necessary before submission (Including managing the 'matriculation' revenue forecast model)
- Manage, monitor and forecast cash flow for INTO North America, including cash collections from US Centers and intercompany loan transactions
- Review and periodically true-up calculations of functional shared service recharges to US Centers
- Review and mentor account preparation work of Finance Assistant(s), and prepare and sign off on monthly and annual financial statements for head office, which include analysis of monthly operating results against budget/forecast
- Participate in regular review of results with business owners, implementing and ensuring action plans and deadlines are in place where targets at risk

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- Liaise with function heads to produce departmental budgets, and manage spending within approved budgets for head office functions, and ensure any requested spend is submitted with investment appraisal and approved
- Participate in US finance team management decision-making in establishing short and long range department targets/KPIs and procedures
- Protect and manage assets by establishing and monitoring internal controls and uniform application of internal controls for head office, as assigned
- Prepare financial presentations as required for key stakeholders
- Provide information and support to the Senior Finance Business Partner(s) in the UK to enable a global view of functional results and budgets/forecasts to be presented to the Executive Board lead for each function
- Support the Senior Finance & Risks Business Partner to ensure risk registers are updated and reviewed in line with audit committee timescales
- Contribute to and actively participate in overall INTO Global Finance Team
- Other duties as assigned

Location

This position is based at INTO North America in San Diego, California.

Salary

Commensurate with experience and qualifications, plus full benefits package.

Qualifications

Essential:

- Accounting qualification such as CPA (in US) or CIMA, ACA, ACCA (in UK)
- Minimum of 2 years post-qualification experience
- Experience working with accounting/operational software packages
- Knowledge of best accounting practices
- Ability to prioritize, meet deadlines, work under pressure and, when necessary, with minimal supervision
- Eligibility to work in and travel freely to and from the U.S.

Desirable:

- Knowledge of Salesforce and/or Financial Force
- Experience working in a matrix organization with multiple stakeholders
- Knowledge of both FRS 102 and US GAAP

Skills and Abilities

- Competent IT and analytical skills
- Proficiency in Microsoft Office applications with particular emphasis on Excel
- Good oral and written communication skills
- Ability to use discretion and good judgment
- Desire and ability to engage with students and staff from across the globe
- Strong organizational skills and the ability to multi-task

How to apply

To be considered for this position, click the following link to submit your cover letter and resume:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&jobId=48219&lang=en_US&source=CC2&cclid=19000101_000001



Application Closing Date: December 13th, 2018

INTO University Partnerships provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. INTO University Partnerships complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.