

## Senior Management Team: Finance Manager

### Job Description

<b>Post title</b>	<b>Finance Manager</b>
<b>Hours of work</b>	22.5 Hours a Week
<b>Salary</b>	£36,000 - £40,000 FTE <i>dependant on experience / qualification</i> (Actual Salary £21,600 - £24,000)
<b>Holiday entitlement</b>	25 days annual leave plus statutory bank holidays
<b>Based at</b>	Hybrid
<b>Accountable to</b>	Chief Executive Officer
<b>Direct reports</b>	Accounts Clerk

### Purpose of the Job

You will be responsible for planning, managing, and overseeing the financial operations of the Charity to ensure its financial health. Working closely with the CEO to create and monitor annual budgets, ensuring compliance with financial policies, and reporting any significant budget variances. The role involves preparing and presenting financial reports to the Board of Trustees and helping to inform decision-making.

At year-end, you will coordinate the audit process, providing auditors with necessary information to prepare final accounts. You will recommend improvements to financial systems and control procedures to protect assets and support strategic goals. The role also involves supervising the Accounts Clerk, guiding routine financial tasks to ensure accuracy and efficiency.

You will build and maintain relationships with key stakeholders, including funders, bankers, and auditors. You will support funding applications by providing necessary financial data, fulfilling reporting requirements for funders, and engaging with other departments to promote financial best practices across the Charity.

### Main Responsibilities

1. In conjunction with the CEO, to prepare and produce annual budgets for all aspects of the Charity in such a form as may be required by both the Board of Trustees and funders.

2. To oversee the allocation of expenditure and income during the year against those budgets and to ensure budgetary compliance and to notify the CEO of any significant variations on a timely basis. To meet regularly with the CEO to discuss and advise on financial matters.
3. To maintain computerised records as may be necessary; to apply, advise and, if appropriate, make recommendations on such financial packages as may be available. To utilise such systems to produce accurate, informed, financial information for the benefit of staff generally and the Treasurer / Board of Trustees.
4. To act as a signatory for payments and to deal with any issues that may arise from such payments.
5. To prepare monthly / quarterly financial management accounts to present to the CEO / SMT and to the Board of Trustees in a simple intelligible manner and to attend the Board of Trustees' meetings to present such information.
6. To offer financial advice, as appropriate, on any such matter raised by the Trustees.
7. To assist the CEO in preparing financial information in support of applications to potential funders and to assist in supplying such regular monitoring information as funders may require.
8. To prepare payroll analysis; to arrange payment of salaries by direct payment through the bank, using a recognised banking system and to maintain such records as are necessary.
9. To be responsible for communications with payroll provider on any matter arising from payroll records and production. To ensure correct and timely payments to HM Revenues and Customs and to deal with any issues that may arise from payroll preparation and associated matters.
10. To keep and maintain records of employees' pension contributions; to register new employees and notify pension company of starters and leavers.
11. To be responsible for liaison with bankers over any matter associated with the Charities' bank accounts. Ensuring proper investment, from time-to-time, of surplus funds to maximise investment returns.
12. To make recommendations to the CEO, as appropriate on matters of financial control, to ensure security of systems and financial assets.

13. At the financial year end, to liaise and provide the auditors with the information they need to prepare final accounts. To ensure audited accounts are provided to meet any statutory deadlines and in readiness for the AGM. To present the accounts to the AGM.
14. To deal with such other financial matters as may, from time to time arise, commensurate with the duties of this post.
15. To supervise and work collaboratively with the Accounts Clerk who will carry out routine financial and personnel administration duties.

**Other:**

16. To work and liaise with other colleagues to share information and to support best practice. To work collectively as a team to provide the best overall service.
17. Work collaboratively with other colleagues in the team and wider organisation to enhance the services provided.
18. To prepare statistical reports, written reports, case studies and any other feedback relevant to the service.
19. To meet defined objectives and targets relating to service delivery and specific project work.
20. To undertake a range of consultation and evaluation processes with clients as required.
21. To maintain and develop partnerships with a range of key stakeholders, where necessary.
22. To undertake all relevant administrative tasks as necessary.
23. To adhere to the charity's policy and procedures.
24. To adhere to good practice Safeguarding procedures with a positive risk taking approach to ensure the wellbeing of vulnerable people.
25. To attend meetings and training as necessary.
26. Undertake any other reasonable tasks as requested by your Manager.

Annual objectives will be set for this role which will be used to monitor and evaluate performance within the appraisal system.

This job description may be subject to review in light of the developing organisation and in consultation with the post holder.

## **Person Specification**

### **Education & Qualifications**

#### *Essential*

- Professional accounting qualification (to at least part-qualified status).
- GSCE level or equivalent in English & Maths
- Relevant computer experience/IT qualification/ Level 2 IT qualification or equivalent experience (ECDL)

### **Experience**

#### *Essential*

- Sound financial background with experience of working in a busy office.

#### *Desirable*

- Experience of working in the Voluntary Sector.
- Knowledge of charity accounting.

### **Knowledge and Understanding**

#### *Essential*

- Proven ability to prepare, take responsibility for and manage budgets and cash-flow.
- Knowledge of bank accounts, reconciliation and control.
- Ability to close-down accounts at the financial year end and produce final accounts for audit, in recognition of SORPS and current accounting practises.
- Proven knowledge of accounting software systems (preferably Quickbooks); ability to provide accurate, intelligible and timely reports from such systems.
- Ability to apply and adapt such knowledge to produce financial reports suitable to the needs of the organisation.
- Ability to work with spreadsheets.
- Good general computer skills.
- Knowledge of accounting for VAT and submission of VAT returns.
- Ability to provide financial information in a simple, intelligible manner for the benefit of Trustees and funders.
- Ability to be flexible, to make decisions and generally work unsupervised.

#### *Desirable*

- Some knowledge of payroll systems and pension administration.

### **Aptitudes and skills**

#### *Essential*

- Adaptability to changing and emerging needs, demonstrating flexibility and resilience in challenging situations
- Ability to prioritise tasks, identify and work to deadlines and manage time effectively
- To show leadership qualities; skills of a strong negotiator; ability to advocate and be diplomatic

- Ability to work independently and within a team whilst working professionally, innovatively and diligently

### *Desirable*

- Sound presentation and communication skills.

### **Personal Attributes**

#### *Essential*

- Professional and value led with integrity, inclusivity and respect for diversity
- An ability to work in uncertainty and maintain a positive approach.
- Ability to work flexibly and when needed outside normal working hours.
- Ability to quickly build rapport; being persistent, determined and resilient
- The ability to work effectively with partner agencies and develop contacts and networks across a wide range of local services
- Professional curiosity with the ability and willingness to learn and apply learning in support delivery
- Ability to challenge the status quo and influence others to change culture
- To have a sense of humour, be personable and accept that things won't go as you think