

**Job Description**

**Post Title:** Finance Manager

**Duration:** 16 hours per week

**Reporting to:** Managing Director

**Based at:** Crosshill Community Enterprise Centre (however occasional attendance at other Brag sites)

The Organisation

The post is based at the Crosshill Business Centre. The Finance Manager is responsible for the financial management of BRAG Enterprises Ltd, a company limited by guarantee and registered charitable trust. BRAG’s current activities include the provision of affordable business space, support and training for Entrepreneurs and Social Enterprises, training and education schemes, employability and volunteering opportunities. BRAG delivers innovative and effective projects and now operates over multiple sites acting as the lead partner in the Fife Employment and Training Consortium (Fife ETC)

Key Duties and Responsibilities

To assist the Managing Director in the smooth and efficient operation of the charity

• To have responsibility for the efficient management of the accounting functions and delivery of all aspects of financial administration

• To ensure that the function is run cost-effectively in compliance with legal obligations and in a staff-friendly manner

Main duties and responsibilities:

• Manage and maintain the charities’ financial and accounting functions, including close liaison with our accountants and auditors, HMRC, bank, payroll bureau, pension provider, suppliers and clients including our property tenants. Carry out all bookkeeping and financial administration functions using Xero including procurement and purchasing activity, invoicing and credit control, petty cash, banking and VAT returns.

• Produce accurate monthly management accounts, cash flow forecasts, ad-hoc reports, and prepare year-end financial accounts in cooperation with the business’s accountants and auditors.

• Ensure that all financial systems operate in compliance with statutory requirements and that appropriate financial control procedures are in place and are adhered to by staff in order to minimise financial risks. Take a pro-active role in developing and improving the financial accounting systems and work with the MD and other senior staff to integrate the procedures and operations of the fundraising and project functions with those of financial administration.

Working with the MD and Finance and Management Support staff:

* Reconcile all bank accounts.
* Prepare the monthly management accounts.
* Ensure all cash is reconciled to takings and banked.
* Payments of correctly authorised invoices
* Manage credit control procedures.
* Prepare sales invoices/credits as instructed
* Preparation of VAT return and payment of appropriate VAT
* Administer payroll for weekly and monthly employees
* Preparing accounts for audit and working with the auditing accountants.
* Attend meetings to provide advice and support on finance to the board and management team
* Assist in the budgeting process for the organisation including helping prepare financial plans in bids and proposals.
* Prepare financial information related to project claims including European claims.
* Attend project audit meetings and provide financial evidence in support of claims
* Any other duties within the scope of the post as indicated by the Managing Director

Note: With all of the above duties, a high level of accuracy and self-management is required and is a key discipline of this post.

PERSON SPECIFICATION – FINANCE MANAGER

**Education / Training**

* Qualification in a relevant discipline such as Accountancy, Finance or Business Management or demonstrable experience equivalent
* Relevant qualification in bookkeeping/accounting
* Proven experience of working within a finance role at a similar level.
* Experience of using spreadsheets or databases to track and report on complex numerical data.
* Knowledge of VAT process.
* Working knowledge of xero

Desirable

* Working within the voluntary sector.
* Working within a similar sized busy office.
* Experience of designing/maintaining Access databases.
* Broad knowledge of office management and administration practices gained from significant practical and related work experience.
* Relevant qualification in office management or relevant experience
* Relevant qualification in Health & Safety or relevant experience

**Skills and Attributes**

* Strong IT skills with considerable experience of Microsoft Office, especially Excel, Word and Xero.
* Confident and courteous manner.
* Proactive self-starter with excellent time management skills and the ability to multitask.
* Approachability and ability to work well with a small team and liaise effectively with external contacts.

**Values and Attitudes**

* Commitment to Brag’s professional standards and quality.
* Commitment to Equal Opportunities and Health & Safety in the workplace
* Share the organisations philosophy of inclusive growth and community-based working.
* Flexibility and willingness to support others when necessary with occasional opportunities to help out at Brag events.