

**Job Description – Finance Manager**

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| **Salary or Hourly Rate:** | £25,000 per annum pro rata |
| **Hours of Work:** | 28 hours per week |
| **Location of Work:** | Perth, Scotland |
| **Contract Type:** | Part-Time Permanent |
| **Qualifications Required:** | HND in Accounting and Finance or equivalent level |

**Background**

Crossroads (Perth & Kinross) is an independent charity providing excellent quality respite and care at home to the residents of Perth & Kinross, both privately and via Perth & Kinross Council. We employ upwards of 50 staff and have an annual turnover approaching £1m.

**Role**

An excellent opportunity has arisen for a high calibre, self-motivated individual with accounting and business acumen to join our successful charity and assume full responsibility for our finance function and data reporting.

Approximately 60% of the role is a traditional accounting function and 40% is in support of the Service Manager, particularly in relation to Business Planning and satisfying the many administrative and compliance functions of the charity which come from external organisations such as Perth & Kinross Council and the Care Inspectorate.

The role involves completing all aspects of the day-to-day and the strategic management of our finance function, from data entry to preparing fully accrued monthly management accounts for the board and trial balance for the annual audit, as well as taking responsibility for the software packages used and the quality and efficiency of all data processes. You will assume complete responsibility for Financial data within the organisation and its internal and external reporting.

As well as being qualified to at least HND level in Accounting/Finance, or working towards this, you will also be required to have previous experience of working with various level of stakeholders as the job involves being able to engage directly with our staff at all levels, our Board of Directors, external agencies,as well as our clients and their families.

You will be a member of the Senior Management team and playa key role in the continuous development and growth of the organisation.

**Key Responsibilities**

* Processing of monthly Payroll using Sage Payrolland daily processing of financial transactions relating to Purchase Ledger, Sales Ledger, Banking and Payroll (including journals)and accruals/prepayments using Sage Online Accounting and online banking.
* Managing and resolving invoice and payroll queries in a professional and timely manner.
* Manage Debtor and Credit Control, working with the senior management team to ensure all income is received and all payments made.
* Production of monthly management accounts, including actual v. budget and variances for the board
* Production of weekly KPIsfor senior management and the board.
* Ensure accuracy of financial records through accurate processing and monthly reconciliation of banking, control account and all elements of the Trial Balance.
* Utilise excellent knowledge of our core data management system, Webroster, enabling the preparation of internal and external reports, as required, e.g. for regulatory and funding organisations.
* Own the production of the annual business plan, including preparation of the annual budget and reforecasts as required.
* Prepare Balance Sheet reconciliations and other data for the external auditors. Liaise with the auditors regularly during the audit and respond to all subsequent data requests.
* Ensure financial records are maintained in accordance with data protection and other relevant legislation.
* Ongoing strategic review of finance function, including software used, to ensure best practice.
* As part of the Senior Management team, work with the Board to ensure that performance is consistent with the organisation’s strategic plans, principles, procedures and policies.
* Take a pro-active role in supporting the implementation of our organisational strategy within the organisation and in the future to meet service aims and objectives.
* Positively raise the profile of Crossroads and the services we provide through collaborative working with external agencies.
* As part of the Management Team, deputise for certain duties of the Service Manager, as appropriate, and when required.
* Instigate and undertake such personal training and continuous professional development as may be required to keep up-to-datewith appropriate legislation and fulfil the professional requirements identified for this post.

This job description is broad-based and is not intended to be an exhaustive list of all possible duties. It is recognised that in line with the changing needs of the organisation, there may be a requirement to review this job description from time to time to ensure that it accurately reflects the duties associated with this role.

**Person Specification**

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|  | **Essential** | **Desirable** |
| HND in Accounting/Finance or equivalent | ✓ |  |
| Experience of accounting and payroll software, preferably Sage Online Accounting and Sage Payroll software | ✓ |  |
| Experience in the management and operation of monthly payroll | ✓ |  |
| Understanding of budgeting and financial/business planning | ✓ |  |
| Ability to develop and implement systems responsive to the changing needs of the organisation and legislative changes | ✓ |  |
| Excellent communication (written and verbal) and reporting skills | ✓ |  |
| Ability to clearly explain technical financial information to non-finance specialists | ✓ |  |
| Positive leadership and management skills | ✓ |  |
| Excellent analytical and reporting skills | ✓ |  |
| Good IT skills, including Excel | ✓ |  |
| Able to work accurately and efficiently with minimal supervision, including working from home when necessary. | ✓ |  |
| Apositive, flexible and solution focused approach to work | ✓ |  |
| Ability to work as part of a team | ✓ |  |
| Ability to use own initiative and prioritise own workload efficiently | ✓ |  |
| Commitment to ongoing personal development | ✓ |  |
| Experience of producing financial reports for a range of audiences |  | ✓ |
| Previous experience of designing, developing and management of processes and procedures to promote efficiency |  | ✓ |
| Sound working knowledge of Data Protection requirements |  | ✓ |
| Previous experience of working effectively in collaboration with a wide range of external agencies and partners |  | ✓ |
| An understanding of the Third Sector financial landscape, including statutory commissioning, tenders and grant funding |  | ✓ |
| A working knowledge of accounting in the Charity Sector including OSCR requirements. |  | ✓ |