**JOB DESCRIPTION**

**Finance Manager**

**HOURS** 21 hours per week

**SALARY** £30,000 to £34,316 (depending on level of experience and qualifications) pro rata 3 days per week

**ACCOUNTABILITY** Responsible to CEO and Board of Directors

 Responsible for P/t Administration Worker

**LEAVE** 28 days and 13 public holidays, pro rata

**PLACE OF WORK** Bell St and Shettleston Offices and working from home

**Special conditions:**

* The contract is on condition of funding
* You must be able to travel between the two offices
* Say Women will contribute generously to the pension scheme
* Initially the job will be on a 6 month probation period, which may be extended subject to performance.

**Job Purpose**

The main aims of this post are to ensure all aspects of the organisation’s finances are carried out and that financial management information is available to the Chief Executive and Board for their decision making.

1. **Handle all accounting processes of the organisation:**
* Take a lead role in the operational finances of the organisation.
* Oversee the office finance functions of the organisation.
* Assist the organisation’s auditors with the preparation of the annual accounts.
* Lead reviews of the organisation’s accounting system and software (Xero) and control inputting, review and reports from the software.
* Improve systems and controls in all aspects of the charities financial management.
1. **Support the organisation’s financial planning for sustainability:**
* Prepare reports for the Chief Executive and advise on all financial matters.
* Assist with and attend Board meetings in relation to financial reporting and/or support to the Treasurer.
* Develop and maintain the organisation’s budgeting, forecasting, monitoring and financial reporting.
1. **Line manage administrative staff**
* Ensure appropriate direction, support and supervision in line with our HR policies and good practice.

**MAIN TASKS**

**Financial Duties**

All aspects of the charity’s book keeping, management accounting and budget activities, including:

* Carry out basic finance functions including the recording of data and bank reconciliations.
* Process purchase invoices. Prepare and make payments by various methods including cheque and electronic transfer.
* Oversee the payment of salaries, pensions, tax and national insurance including liaising with the Inland Revenue, GCVS Payroll Department and other agencies.
* Oversee the petty cash system for staff and volunteer expenses and operate and reconcile a petty cash float for staff.
* Oversee the organisation’s banking arrangements including the deposit and withdrawal of cash and cheques; act as a counter signatory on organisation cheques and online banking within delegated authority.
* Prepare monthly reconciliations of all balance sheet accounts using Xero.
* Manage and report on cashflow, undertake regular trial balances and prepare timely and accurate monthly management reports to the CEO/Board and annual accounts.

**Support for our fundraising**

Support the organisation to present coherent financial information for our funders and supporters, helping them to understand how their money is used, and ensuring our proposals reflect accurate costs of our services, including:

* Participate in the development of budgets in support of funding applications for the continuance of SAY Women services
* Liaise with external agencies on financial and service delivery performance reporting
* Liaise with funding bodies regarding grant payments and process timely claims and reports.

**Operational management**

* Support team Meetings, staff training events and other meetings as required.
* Oversee ordering of supplies, training and project materials
* Oversee the organisation’s HR processes – we use the services of an external HR professional, but require the implementation of their advice and the administration of standard procedures such as recruitment and other procedures in line with the employee handbook.
* Oversee the organisation’s input and management of client data and performance data, providing analysis and reporting for the CEO and Board – we are preparing to use Oasis case management from January 2021.
* Support the CEO and deputise for her across all aspects of day to day operational management with a planned schedule of tasks and projects.

**Organisational requirements**

* Attend supervision meetings.
* Adhere to SAY Women’s confidentiality policy regarding information about young women accessing the service.
* Adopt an approach which challenges one’s own and others attitudes, assumptions and behaviours that discriminate, prevent participation and foster disadvantage.
* Perform such agreed duties which may be reasonably required.

**Person Specification**

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| **Essential** | Where we’ll look for this information |
| Application form | Interview |
| Experience of working in the voluntary sector | Y |  |
| Experience of supporting a Board of Directors with management information (financial, performance). | Y | Y |
| Experience of book-keeping in a multiple-funder, multiple service environment. | Y | Y |
| Confident user of Xero accounting software for data input and management accounting. | Y | Y |
| Proficient in using IT including experience of using Word, Excel and client management databases.  | Y |  |
| Experience of assisting the management of payroll, pensions (auto-enrolment and private schemes) and expenses systems. | Y |  |
| Experience of budget development, use of full cost recovery principles, and reporting against budgets. | Y | Y |
| Experience of organisational monitoring and the analysis of data. | Y | Y |
| Ability to produce clear and accurate reports and proposals to support the strategic development of the organisation. |  | Y |
| Excellent team working skills with evidence of ability to work using own initiative. | Y | Y |
| Knowledge of health and safety issues. | Y |  |
| Demonstrable commitment to work with vulnerable clients and the ability to contribute to a safe, supportive and welcoming environment for sexually abused young women in which personal and health related issues are shared by clients in office and online communications.  | Y |  |
| Strategic awareness of the running of a charity |  | Y |
| Operational management of a team | Y | Y |
| **Desirable** |  |  |
| A qualification of direct relevance to the post such as a HND in accountancy and/or working towards a CMA (CA or ACCA) qualification. | Y |  |
| Previous operational management experience in an administrative, financial or other relevant role. | Y |  |

*This position is open to women only (Exempt under the Equality Act 2010 Schedule 9, Part 1).*

*Please apply by sending a relevant CV to* *pam@say-women.co.uk**, closing date is 5th Feb at 5pm*