**Job Description – Finance Manager**

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| **Salary or Hourly Rate:** | £27,000 per annum pro rata |
| **Hours of Work:** | 20 to 25 hours per week, flexible within working pattern |
| **Reports to:** | Chief Executive (and to Head of Operations as Depute in absence thereof)  |
| **Responsible for:** | Finance Officer (part-time) |
| **Qualifications Required:** | HND in Accounting and Finance or equivalent level |

**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 responsibility for our finance function and data reporting.

The role involves overseeing 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 for finance and payroll. You will assume complete responsibility for Financial data within the organisation and its internal reporting. You will work with external auditors to meet the annual reporting requirements and have responsibility for credit control.

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.

**Key Relationships**

This role has a number of key relationships both internally and externally. Internally working with the Chief Executive directly and very closely with the Executive Team (CE/Head of Operations and Head of Development) across a number of areas, as well as with the individual budget holders (largely Department heads). Working with the HR/Payroll officer, and other staff and volunteers. Externally the role will be the key liaison point with the auditors, suppliers, and customers in conjunction with Department heads.

**Key Responsibilities**

* Reviewing processing of monthly Payroll using Xero Payroll and daily processing of financial transactions relating to Purchase Ledger, Sales Ledger, Banking and Payroll (including journals) and accruals/prepayments using Xero and Sage Online Accounting and online banking.
* Managing and resolving invoice and payroll queries in a professional and timely manner, in conjunction with the HR team, including overall control of the corporate credit cards, purchase order systems and petty cash systems.
* Manage Debtor and Credit Control, working with the senior management team to ensure all income is received and all payments made across all services.
* Line management of the Finance Officer and the duties delegated to that individual.
* Support or undertake supplier reviews and identify opportunities for cost savings and organisational efficiencies.
* Production of monthly management accounts, including actual v. budget and variances for the Finance and Resources Sub-committee and attend parts of meetings of, to report on the figures and answer queries.
* Ensure accuracy of financial records through accurate processing and monthly reconciliation of banking, control account and all elements of the Trial Balance.
* Assist in the preparation of the annual budget and reforecasts as required, and ongoing cashflow management and other management financial tools required by the Executive Management Team.
* Supporting the development of funding applications and funding claims information as required across the range of funders, working with the Head of Operations, Chief Executive and external fundraiser.
* Undertake internal audit checks and reviews prior to audit processes and the recommendation of development of financial procedures and processes.
* Prepare Balance Sheet reconciliations and other data for the external auditors. Together with the Head of Operations 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, including ensuring signatories and online banking users are kept up to date across all accounts.
* 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, including advising the Executive Management Team on finance matters.
* Instigate and undertake such personal training and continuous professional development as may be required to keep up-to-date with 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 or working towards a CMA (CA or ACCA) qualification. | ✓ |  |
| Experience of accounting and payroll software, particularly in a multiple funder, multiple service operation | ✓ |  |
| 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, and external partners/contacts | ✓ |  |
| Knowledge of, or experience of using Xero Accounting system | ✓ |  |
| A positive, 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, including non-technical/lay individuals  |  | ✓ |
| Previous experience of designing, developing and management of processes and procedures to promote efficiency |  | ✓ |
| Ability to present financial and other information in reports and presentations in internal meetings |  | ✓ |
| 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/Social Enterprise financial landscape, including statutory commissioning, tenders and grant funding |  | ✓ |
| A working knowledge of accounting in the Charity Sector including OSCR requirements. |  | ✓ |