Job Description: Finance Manager

Background of post

Founded in Scotland in 1997, the Breastfeeding Network (BfN) aims to be an *independent* source of support and information for all breastfeeding women, parents and others in the UK.

Our vision is a society where all mothers, parents and families are able to make informed decisions about breastfeeding, to access help when and how they need it and to become confident in their choices. Crucially, this also means all help and support offered to parents by BfN volunteers and employees is offered free from commercial interests and free of charge.

**The Finance Manager** will provide full financial management support for the charity. This will include strategic finance support to the Board of Trustees, CEO and projects. Responsibility for line management and technical oversight of finance and IT and other systems and processes working closely with the Human Resources Manager, the Central Support Manager and other key operational staff

# Main duties

* Prepare annual, compliant statutory accounts (including detailed working papers) and co-ordinate audit process from planning to finalisation including liaison with audit staff.
* Prepare quarterly board reports, provide relevant financial advice and recommendations to the CEO and Directors
* Attend (occasional face to face and out-of-hours) and report to board meetings as required
* Provide accurately and timely management accounts on a monthly basis to inform programme / operational decision-making
* Provide accurate and timely financial information and input as required into project budgets, income forecasts and reporting
* Monitor cash flow for the charity and work with colleagues as required to ensure accurate forecasting and strong cost recovery to cover full programme and core costs
* Support CEO, Finance Officer, Central Support Manager, Project Managers (PMs) and other BfN staff with financial queries as required
* Represent BfN as required in significant contract negotiations and bid discussions
* Attend and provide updates to internal governance and co-ordination meetings as required including Finance, Audit and Risk Committee and programmatic Steering Groups
* Act as lead reviewer on finance related policies such as BfN expenses policy, BfN investment policy, BfN reserves policy and Finance Officer procedures
* Work with the HR Manager to ensure robust payroll procedures are in place
* Complete and oversee all necessary annual returns including to OSCR and Companies House
* Prepare and update forecasts on the annual budget with colleagues and advise on its ongoing management
* Cost new policies/initiatives to inform decision making
* Ensure full compliance of BfN with relevant audit recommendations and regulatory frameworks including VAT and keep abreast of applicable regulation, laws and good practice
* Take a lead on risk management for the organization, include maintenance and reporting on the organization-wide risk register
* Take a lead on IT for the organization including management of any staff and contractors working in this area
* Provide high quality line management support and coaching to staff
* Play an active and professional role in organization-wide questions as a member of the Managers’ Team
* Deputise for relevant CEO duties when asked to do so

Person Specification:

**Please refer to this document carefully when completing your application form and preparing for your interview. You must demonstrate how you meet the criteria on your application form.**

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| **Essential Criteria** |
| * Qualified Accountant with experience in the charitable or third sector * Strong practical understanding of SORP for the charity sector * Significant and hands on experience in maintenance of accounting systems (Sage) * Experience of accounting for and generating reports and budgets for commissioned projects / restricted funds * Experience of managing / overseeing the work of and developing staff * Experience of applying a business-partnering approach * A team-oriented approach to problem solving and to management. * Expert excel skills |
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| **Desirable Criteria** |
| * Demonstrated knowledge and experience of charity fundraising and finance practices. * Understanding of not-for-profit governance * Experience of audit |
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| **Time Commitment** |
| * This role requires flexibility over approx. 4 days per week as detailed above as the spread of financial duties is uneven throughout the year. * This role may require occasional out-of-hours meetings and travel |
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