

# Your next exciting career begins here...



## Application Pack Finance Manager



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## Our Vision

Children and Young People live **"life to the full"**  
(John 10:10)

## Our Mission

The Boys' Brigade has **faith in young people** and provides them with opportunities to **learn, grow** and **discover** in a **safe, fun,** and **caring** environment which is rooted in the **Christian faith.**

## Our Values

**Faith, Inspiring, Caring, Trusting.**

Find out more about our **Vision, Mission,** and **Values** at **[www.boys-brigade.org.uk/ourvision](http://www.boys-brigade.org.uk/ourvision)**

# If you have a passion for supporting and nurturing potential, so do we.

**Our vision is that children and young people experience “life to the full” – John 10:10**

For nearly 140 years, The Boys’ Brigade (BB), an international Christian youth organisation, provides opportunities for children and young people (4 – 18 years old) to learn, grow and discover in a safe, fun, and caring environment and with the challenges that 2023 can bring, that work is as vital and impactful as ever.

BB Companies (groups) meet in communities across the country, supported by dedicated volunteer leaders giving their time and skills every week.

Our groups are at the heart of the outreach work taking place in churches to empower, engage, and transform lives in local communities.

This is an exciting time to join our small dedicated staff team. We are looking to recruit an experienced Finance Manager, with the skills and experience to assist the Trustees and Chief Executive in shaping and implementing our Financial Strategy. The role will involve reviewing the operation of the finance function and the opportunity to recommend and implement change to systems and processes where required.

We look forward to receiving your application.



**Jonathan Eales**  
Chief Executive

***“BB offers a space for young people to find out who they truly are in loads of different ways and does it better than anyone else”***  
- **Dez Johnson, President.**

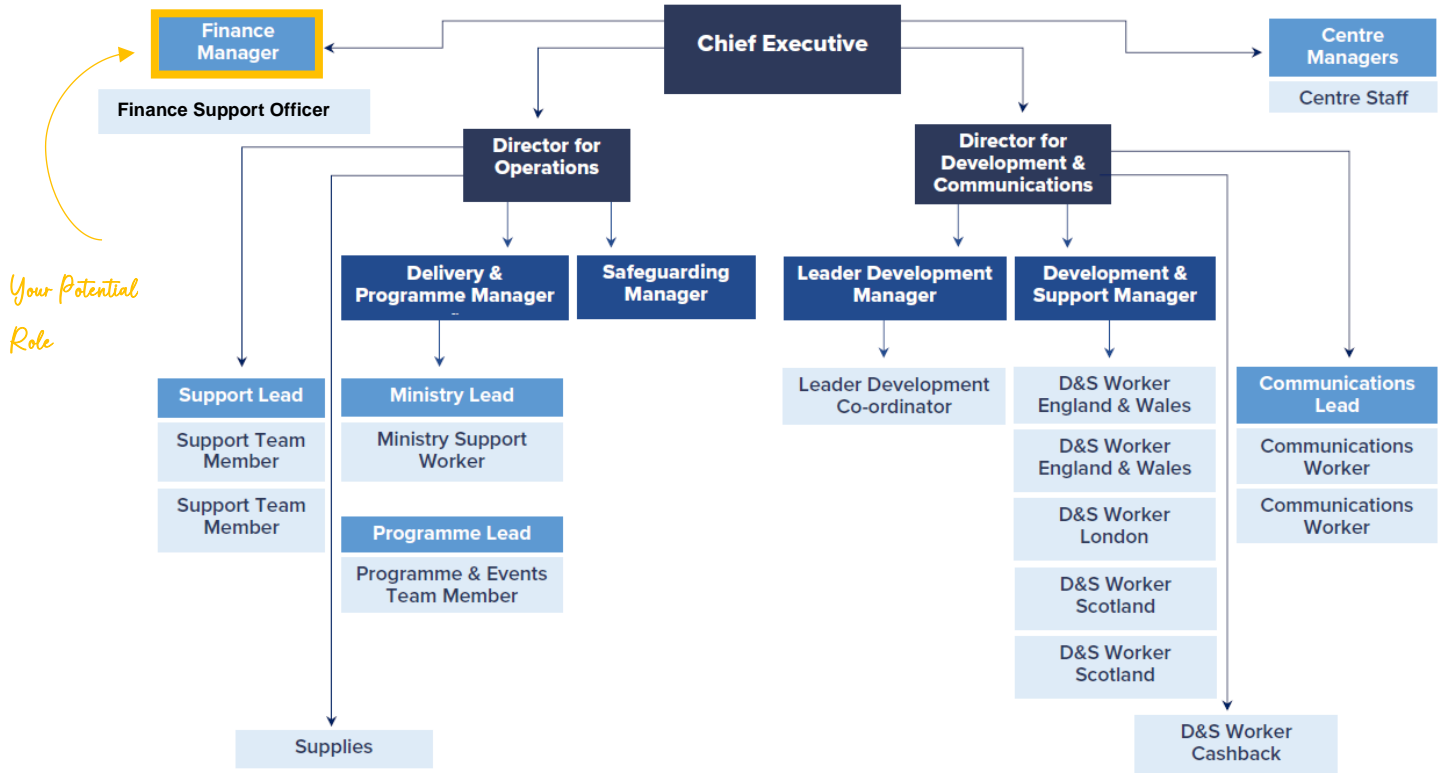
# You'll be helping to transform lives but what else can we offer?

- We are a flexible employer and allow staff to work with flexibility that suits you, your role, and your area of work.
- We take your health and safety seriously with regular training and support.
- Be proud to work for an organisation with such a rich history and proven track record.
- Opportunities for continued learning and development.
- 25 days holiday a year and enhanced Maternity, Paternity, Adoption Leave, TOIL system and a generous Sickness Pay entitlement.
- Annual Appraisal and Bonus Scheme.
- 3 additional days leave between Christmas and New Year.
- Expenses incurred through carrying out role are reimbursed.
- Be part of an organisation that believes having fun and wellbeing is important too, with team days, residentials, and social events creating informal opportunities for meeting, working, and getting to know your friendly and supportive colleagues.

# About the Role

<b>Job Title:</b>	Finance Manager
<b>Purpose:</b>	<p>Responsibility for the financial function, and providing financial management support to the Chief Executive, Treasurer and Finance Committee. This is a varied and hands-on role where you will be responsible for maintaining accurate financial records, including monthly reconciliation and producing regular management accounts. The role will also be responsible for monitoring cashflow and producing financial reports relating to project funding.</p> <p>The Finance Manager will work alongside the Chief Executive in creating the financial strategy and annual budgets. The role will also be the day to day contact for the Auditors, Payroll providers, Bank and Investment Managers.</p>
<b>Responsible to:</b>	Chief Executive
<b>Base Location:</b>	Either Carronvale House HQ in Larbert, Stirlingshire or Felden Lodge HQ in Hemel Hempstead with some flexibility to work remotely.
<b>Term:</b>	Permanent
<b>Salary:</b>	£37,000-£40,000 (dependant on experience)
<b>Hours:</b>	Full time Contract (35 hours per week)
<b>DBS/PVG:</b>	Basic Check required.
<b>References:</b>	Appointment will be subject to two references completed before employment commences.

# Staffing structure



**Felden Lodge Conference & Training Centre,**  
Felden Lane, Hemel Hempstead, Hertfordshire, HP3 0BL.

**Carronvale House Conference & Training Centre,**  
Carronvale Road, Larbert, Stirlingshire, FK5 3LH.

# Key Responsibilities

## Financial Management & Accounting

- Support the Chief Executive with preparing the annual budget and Five-Year financial strategy
- Produce monthly management accounts to track income and expenditure against the budget
- Produce regular financial reports for designated and restricted funds, including for project funding
- Monitor cash-flow and financial sustainability of the charity
- Preparation of Annual Accounts and facilitation of independent Annual Audit
- Complete balance sheet reconciliations
- Maintain accurate records of payment receipts and issue invoices
- Initiate all online payments
- Process Gift Aid submissions for donations
- Complete quarterly partial exemption VAT return
- Liaise with the Investment Manager in respect to day to day management of the investment portfolio
- Manage the administration of legacies received

## Payroll & HR

- Liaise with Payroll provider on a monthly basis, including checking and approving salary payments
- Maintain staff salary records
- Liaise with the pension provider to ensure contribution schedules are correct and timely

## BB Supplies

- Oversee the relationship with the fulfilment service provider
- Maintain records of sales / stock and other financial information
- Provide statements and other financial information

## Governance

- Assist the Chief Executive by compiling returns and updating records for the Charity Commission and other Regulatory Bodies
- Service the Finance Committee by producing necessary papers and taking the minutes
- Maintain and review financial policies and procedures

# Person Specification

## Essential

- Accounting qualification or equivalent professional experience
- Significant experience in bookkeeping, and the management of restricted funds
- Knowledge of statutory requirements of financial management in relation to SORP
- Experience in budget planning and financial reporting
- Advanced IT skills, including use of Microsoft Excel
- Exceptional organisational skills and attention to detail
- Experience of working with a range of stakeholders (staff, volunteers, trustees, suppliers, partners)
- Strong written and verbal communication skills
- Commitment to the Vision, Mission, and Values of The Boys' Brigade

## Desirable

- Knowledge of the Charity Sector and financial reporting requirements
- Qualified Chartered Accountant
- Experience of the Uniformed Youth Sector



# How to Apply

**Receiving Applications:** Please send in a covering letter setting out why you feel you are suitable for the role and an up-to-date CV to **jobs@boys-brigade.org.uk**

**Closing Date:** 12pm on 13<sup>th</sup> June 2023

**Interviews:** Provisionally set w/c 26<sup>th</sup> June. Successful applicants will be notified in advance.

**More Information:** To have an informal conversation regarding the role or for more information please contact **Jonathan Eales** by email **jonathan.eales@boys-brigade.org.uk**

**THE BOYS'  
BRIGADE**  
> the adventure begins here



[www.boys-brigade.org.uk/job-vacancies](http://www.boys-brigade.org.uk/job-vacancies)