



### **Job Description**

<b>Job Title:-</b>	Finance Manager
<b>Hours of Work:-</b>	21hrs per week
<b>Salary:-</b>	£34,490 - £37,359 (pro rata@35hrs) + 6% Pension
<b>Responsible to:-</b>	Head of Operations

**Purpose:-** To provide and maintain high-level budgets and financial reporting systems.

### **Duties and Responsibilities of Post:-**

#### **Finance Requirements –**

- Maintain and facilitate an effective financial reporting system to meet the needs of the Charity in terms of financial planning, monitoring and reporting
- Oversee all operational aspects of our online system QuickBooks ensuring it is effective, functional and operating correctly
- Work closely with the Administration & Finance Officer to ensure all financial systems and procedures operate effectively and correctly
- Oversee day to day accounting, cashflow, banking, payment, and reporting functions in accordance with company and charity regulations
- Facilitate monthly payroll requirements including submitting information to payroll company, checking payroll figures before they are finalised, overseeing reports and preparing the salary journal
- Produce monthly management accounts for presentation to managers, Finance Committee and Board
- Produce and update cashflows and track bank accounts to ensure adequate funds are available
- Facilitate a financial grant management system across the Charity ensuring compliance with all funding agreements
- Work with the management team to produce, maintain and report on budgets including the overall organisational budget and services and project budgets
- Provide financial information to the management team to assist with presenting and reporting on budgets for funding/contract purposes
- Work with the Chief Executive and Head of Operations to prepare and maintain an anticipated income plan
- Provide financial information for the end of year accounts as required and work closely with the Treasurer, Accountant, Chief Executive and Head of Operations to produce final version of published accounts
- Ensure all financial controls are adhered to and the Financial Controls Policy reflects current practice
- Attend and provide reports and overviews for the Finance Committee working group of the Board of Directors
- Attend Board meetings and Management Team meetings as required

- Monitor, analyses and interpret financial data and trends, making recommendations and providing detailed reporting which can be used to inform decision making processes, quality assurance and forward planning both operationally and strategically
- Support the Charity's risk management processes
- Work closely with the Treasurer to provide information as required
- Maintain an up-to-date knowledge on finance issues and good practice in the charity sector, advising the CEO and Board on implications
- Other ad hoc financial analysis and reporting as required

**General requirements -**

- Commit to follow the Charity vision and values
- Adhere to all policies and procedures
- Consult and co-operate with the line manager and directors, providing regular reports both written and verbal as required
- Take a proactive role in learning about 3D Drumchapel, its services and the needs/priorities of children and families
- Assist in training volunteers and staff as required
- Communicate effectively with colleagues, partnerships, networks, groups and agencies
- Ensure Child Protection procedures are followed at all times
- Represent 3D Drumchapel in the community, citywide and nationally as required
- Participate in general office duties, staff meetings, events and activities as required
- Take a proactive approach to own learning and development participating in relevant training & development opportunities
- Reflect on and develop own practice in consultation with Line Manager
- Undertake job related administration including accounting for expenses
- Effectively manage the use of resources
- Keep appropriate records including filling out of time sheets for hours worked, expenses, petty cash records etc
- Any other reasonable duties as may be appropriate or as directed by management or directors

## Person Specification

Essential	Desirable
<b>Experience and Qualifications</b>	
<ul style="list-style-type: none"> <li>○ Demonstrable experience implementing and maintaining financial and accounting systems</li> </ul>	<ul style="list-style-type: none"> <li>○ Relevant professional qualification</li> <li>○ Experience of working in Charity Sector</li> <li>○ Experience of providing financial information for funding applications/tenders &amp; reporting</li> <li>○ Previous experience working with an organisation supporting children &amp; families</li> </ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>○ Understanding and commitment to vision, values and ethos of 3D Drumchapel</li> <li>○ Knowledge and understanding of financial management principles and practice</li> <li>○ In-depth knowledge and understanding of best practice and regulatory requirements in relation to Charity Finances</li> <li>○ An understanding of the challenges facing families in Drumchapel and surrounding areas</li> <li>○ Understanding of and commitment to equality &amp; diversity</li> <li>○ Proactive and reflective approach to own learning and development and professional practice</li> </ul>	<ul style="list-style-type: none"> <li>○ Up-to-date working knowledge of Trusts &amp; Foundations</li> </ul>
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>○ Strong communication and interpersonal skills, verbal and written</li> <li>○ Strong organisational skills</li> <li>○ Proficient IT skills with strong skills in Microsoft Excel</li> <li>○ Ability to be pro-active and to work on own initiative as well as effectively as part of a team</li> <li>○ Good analytical mind for developing good systems and procedures</li> <li>○ Ability to multi-task and work in a busy environment</li> <li>○ Ability to prioritise work and meet deadlines</li> <li>○ Strong lateral thinking capacity</li> <li>○ Respect for Confidentiality</li> <li>○ Ability to work flexibly</li> </ul>	