

**JOB DESCRIPTION**

Post: Finance Manager (FM)

Reporting to: Senior Finance Manager/Chief Executive Officer

Grade/Salary:

The Finance Manager is an integral part of the Senior Management Team and is expected to carry out such other duties and responsibilities as may be required from time to time and as directed by the CEO. Will also be responsible for the effective running of the finance department.

There is a future expectancy of increased responsibility for this post.

**Key Functions:**

* Administer SAGE Accounting System - Prepare Trial Balance, Profit & Loss and Balance Sheet Reports etc.
* Management Accounting and Reporting - Assist in the preparation of the annual budget and prepare quarterly management reports.
* Management and supervision - manage, motivate, and provide support and development to the Finance Officer.

**Main Duties/Responsibilities:**

* Reconcile monthly/quarterly figures to set budgets.
* Prepare detailed financial reports for Board Meetings
* Prepare financial projections and other information for funding applications, annual reports etc.
* Maintain full and accurate records of all transactions relating to property rental and tenancies
* Prepare and process Payroll and Expense/Mileage claims,
* Corporate Governance - Company Secretarial - Prepare and present relevant reports for CEO and Board Meetings
* Develop one's own knowledge and practice. Attend training courses and undertake courses of study as agreed with senior staff.

In conjunction with the senior finance manager: -

* Preparation of Final Accounts
* Preparation for External Audit
* Internal Audit and Checks
* Ensure that all financial procedures and systems are adhered to

Other Duties and Responsibilities

* General Administration



**PERSON SPECIFICATION**

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**Essential**

* A clear understanding of the overall aims and objectives of the organisation and the timescale for achieving these aims and objectives.
* Responsibility within the Finance Department and with the Senior Management Team for planning strategy needed to achieve aims and objectives.
* A positive and proactive approach to problem solving, development, and standard setting within the finance function.
* 5 years of experience working in a finance office.

**Desirable**

* Experience of working in Third Sector/charity organisations.
* A working knowledge of SAGE and payroll packages; good working knowledge of Excel.
* An understanding of local government contracts and grants.
* Ability to direct others and delegate tasks
* Understanding of how to take action and seek solutions
* Strong written and verbal communication skills
* Analytical skills
* Ability to work with many other departments or individuals to resolve financial issues
* Attention to detail