

Job Description

Job Title: Finance Manager at The Deborah Ubee Trust (TDUT)

Section: Finance

Location: Greenwich and working from home as required

Responsible to: Director / Treasurer / Board of Trustees

Main Responsibilities:

You will have strategic responsibility for the organisation's finances, collaborating with colleagues to set and manage budgets, maintain accurate financial records, manage all donor management activities, oversee our banking, and ensure all financial and compliance requirements are met. You will join TDUT's leadership team.

Specific Responsibilities:

1. Create and deliver, in conjunction with the Director, financial policies to ensure the organisation meets its financial objectives
2. Ensure the organisation is operating with a sustainable financial model
4. Organise and pay, staff/volunteer expenses, manage income and external invoices.
5. Communicate with staff and volunteers regarding processes required for finance
6. Support Directors to meet their project budgets
7. Manage recording of donations and grants
8. Manage recording of and processing of Gift Aid
9. Produce quarterly management accounts, funder reports and other reports as required
10. Assist external auditor as appropriate
11. Produce, in conjunction with the Director and Treasurer, the annual accounts and consult with the Independent Examiner/Auditor
12. Reconcile transactions and records to ensure financial control using QuickBooks
13. Work with the Director to update financial objectives for the organisation
14. Cash flow reporting and forecasting
15. Prepare and develop budgets in collaboration with the Director
16. Make accurate projections to drive and shape the future success of the organisation
17. Submit annual charity accounts and financial statement.
18. Prepare a quarterly finance report for Trustees and attend Trustee meetings (4 per year)
19. Liaise with the Treasurer to ensure the Board of Trustees is aware of financial developments and forecasts

Other Duties:

1. To participate in TDUT staff meetings, maintaining a high level of professionalism and contributing skills and knowledge towards best practice for the organisation.
2. To attend Line Management and appraisal meetings and other relevant activities.

3. To be administratively self-servicing.
4. Work flexibly as agreed to meet the demands of the service.
5. Maintain confidentiality in all matters relating to the work of the organisation.
6. Comply with TDUT's vision, mission, policies, and procedures.
7. Positively promote TDUT and its work.
8. Undertake any other work as maybe reasonably requested.