Job Description – Finance Manager

Purpose of the role

Working under the supervision of CEO, with additional reporting to the Board of Trustees, the Finance Manager is responsible for CASPA's financial management.

The Finance Manager is a Senior Leadership role supporting the CEO in the strategic leadership and management of CASPA and plays a pivotal role in achieving the charity's objectives.

As part of a small and dedicated team you will support key infrastructure projects and provide essential support to the effective day-to-day financial operation of the charity.

You will work closely with all core teams, ensuring financial processes are in place and operating effectively to allow CASPA to grow and continue to meet the ever-increasing needs of our community.

Main Responsibilities

- Produce annual budgets for the Charity
- Report to and advise the CEO and Board of Trustees on the Charity's financial position to inform decision making. This will include presenting regular and ad hoc reports, e.g. quarterly management accounts and cash flow forecasts.
- Work with Head of Programmes and Services and support Programme Delivery Managers with individual programmes in consultation with SLT including quarterly reviews.
- Advise management team and the Board of Trustees on the financial impact of changes to policies, procedures and strategic decisions.
- Provide monthly management accounts, including insight behind variances.
- Monitor cashflow and manage the level of cash reserves in line with policy.
- Assist T&F staff with project, services and activity budgeting.
- Advise on the financial viability of new developments.
- Oversee monthly payroll payments and allocations.
- Foster a culture of financial responsibility and value for money, developing systems of scrutiny to ensure best value in all charity expenditure.
- Ensure the charity complies with all financial compliance, tax reporting and record keeping, including the timely production of the necessary returns for the

Charities Commission, HM Revenue & Customs and other regulators where applicable.

- Monitor financial developments across the sector, changes in requirements for charity reporting and changes in legislation.
- Liaise with the charity's accountant and Board of Trustees to prepare annual statutory accounts and Trustees Report.
- Annual review and update of financial operating polices, ensuring these are implemented across the organisation.
- Ensure that there are sound financial controls and that financial systems are robust and properly followed to minimise risk. Contribute to the CASPA Risk Register on financial matters.
- Oversee all book-keeping and banking functions including supervising the Finance Assistant.
- Ensure our financial system (QuickBooks) is utilised to its full potential to enable the smooth running of the finance functions.
- Undertake all other reasonable tasks as required by the Charity or CASPA Board of Trustees.

Person Specification

We are a small team which requires a hands-on, can-do attitude and a strong desire from you to support the needs of our members and staff.

The ideal candidate will be able to interact in a positive and empathetic manner with different individuals, including those with a disability or impairment, and to build positive and supportive relationships.

We warmly welcome applications from neurodivergent candidates and would be happy to make accommodations as needed.

The ideal candidate will have the following skills, experience and aptitude

	Essential or Desirable criteria
Adhere to our mission and values: You are inclusive and celebrate differences. You are supportive and kind. You are able to connect with people and help build a sense of community. You are trustworthy. You listen to others and communicate honestly.	Essential
Familiarity with charity-specific accounting (fund accounting, restricted vs unrestricted funds, Gift Aid, VAT rules for charities)	Essential
Working knowledge of Charity SORP (Statement of Recommended Practice).	Essential
Proficiency with accounting software (Sage, Xero, QuickBooks)	Essential
At least 2 years' experience in a similar role	Essential
Proficient in 0365/SharePoint/Outlook.	Essential
Experience with budgeting, cash flow forecasting, and management accounts	Essential
Some line-management experience	Essential
Excellent teamwork, written and verbal communication skills	Essential

Proactive, with strong administrative and organisational skills	Essential
Friendly and reliable with good interpersonal skills and a proven ability to build productive relationships with a wide range of people, both internally and externally	Essential
Proven ability to work on own initiative	Essential
A high degree of attention to detail	Essential
Excellent time management skills and ability to multi-task and prioritise work	Essential
Experience of working in a caring environment and providing a range of practical and virtual support to vulnerable people	Essential
A recognised accounting qualification	Desirable
Experience presenting financial information to trustees/boards	Desirable
Charity sector experience	Desirable
Knowledge of autism and SEND	Desirable