



JOB DESCRIPTION

Position: Finance & Corporate Services Manager
Salary: £45,000-48,000 per annum pro rata
Contract Type: Permanent
Responsible to: CEO
Hours of Work: 3 days per week (21 hours)

Annual leave 25 days per annum (pro rata) and up to 5% pension contributions

PURPOSE OF THE POST

- To have overall executive responsibility for all financial matters relating to Age UK London.
- To provide leadership and support to the team, including line management of the Finance & Corporate Services Officer.
- To ensure smooth and efficient back-office functions in support of the delivery of the charity's activities.

KEY RESPONSIBILITIES:

Financial Administration

To be responsible for all financial matters of Age UK London, including:

- Producing monthly management accounts and financial reports and providing clear narrative and analysis of AUKL's finances.
- Generating the annual statutory accounts and managing the audit/ Independent Examination.
- Cash management.
- Generating annual budgets.
- Maintaining the Fixed Assets register.
- Supporting the Hon. Treasurer and the work of the Audit, Finance, and Risk (AFR) Committee.
- Reporting to the quarterly Board and AFR committees and minuting the AFR meetings.
- Finance Business partnering and liaising with budget holders and other colleagues on financial matters.

- Line management of the Finance & Corporate Services Assistant and oversight of financial processes.
- Monthly payroll.
- Liaising with bank, investment managers, HMRC and other external entities.
- Corresponding with AUKL's accountants on accounting and audit matters.
- Charity Commission and Companies House reporting.

Corporate Services & Team Support

- Line managing the Finance & Corporate Services Officer and providing regular supervision and appraisals.
- Supporting the team to work both from home and in the office as efficiently as possible through digital tools (i.e. Teams and Zoom) and ensuring they have the right equipment to carry out their work.
- Providing day-to-day management of back-office services, including renewing insurance contracts, and booking office space.
- Liaising with ICT providers and supporting the IT security of the organisation.
- Supporting the HR and health and safety administration across the charity, such as maintaining staff records, assisting with recruitment, and onboarding new starters.

General

- Comply with all Age UK London policies, particularly equal opportunities, health and safety, and confidentiality.
- Attend Senior Management Team and team meetings, and any other internal meetings as directed.
- Undergo training as required and attend regular supervision and appraisals.
- Undertake other duties as required and are consistent with the general nature and level of this position.

Updated September 2024

PERSON SPECIFICATION
Finance and Corporate Services Manager

Criteria	Essential	Desirable
1. 4-5 years' experience of working at senior manager level, including contributing to strategic direction, line management of staff, and presenting to the Board and relevant committees	X	
2. Excellent interpersonal and communication skills including verbal and written communications	X	
3. Current accountancy qualification	X	
4. Experience of working in the charity sector	X	
5. Ability to work as part of a team and on own initiative.	X	
6. Knowledge of Charities SORP	X	
7. Experience of liaison with external auditors and management of an annual audit process	X	
8. Experience of supporting an organisation's HR and ICT functions		X
9. Committed to support our mission of making London a better place for older people	X	
10. Time management and organisational skills	X	