



FINANCE MANAGER

Bath Centre for Psychotherapy and Counselling

www.bcpc.org.uk

Appointment information pack

January 2025



Welcome

Thank you for your interest in joining the senior team at BCPC at such an important time in supporting the mental health of the nation.

BCPC has been a leading provider of counselling and psychotherapy training for over 40 years with a focus on providing:

Excellent training for adult learners in Listening and Foundational Skills, Counselling and Psychotherapy and opportunities for personal and professional growth and development through a range of training experiences

Counselling and psychotherapy services for the public through the BCPC Referral Service and through our low-cost counselling services available to those with low income, through our student placement service.

A professional community for its graduate membership.

BCPC students graduate from BCPC as highly qualified psychotherapists and counsellors and work in charities, the NHS and in self-employed practice.

We have all become increasingly informed of the importance of good mental health since the pandemic. Ensuring BCPC is in rude health for the next 40 years means attracting the best students from across our community and requires a senior team with the right mix of experience, vision and commitment to take the organisation forward.

We are a highly thought-of and successful training organisation and the demands of recent years have required resilience, resourcefulness and emotional intelligence to support us in continuing to thrive. This is an exciting time to join us as Finance Manager.

If you would like to be part of BCPC's future growth and have the skills and experience we need, then we very much look forward to hearing from you.

With best wishes,

Rhianwen

Rhianwen Gilson (she/her), **BCPC Director**

Role profile

Job Title:	Finance Manager
Salary:	£39, 857 per annum (30 hours per week, part time) (FTE salary - £46,500)
Reports to:	BCPC Director
Key relationships:	Chair and Trustees, BCPC Accountants, Auditors, BCPC Management Team, BCPC Office Manager and Administrator, BCPC Tutors & Students

Purpose of the role

- To run the finance function of BCPC and work with the Director and Trustees to ensure financial sustainability
- To work closely with the Director, Chair and Board of Trustees and ensure the regular provision of key financial information to assist in strategic planning
- To provide high quality oversight and management of BCPC's finance function and to ensure decision making is informed by strong financial analysis and supported by timely management accounts
- To lead the promotion and delivery of good financial management so that BCPC Funds are safeguarded and used wisely
- To act as Company Secretary for BCPC, managing our governance processes and overseeing compliance with company and charity law
- To oversee BCPC's HR function in consultation with the Director and to ensure robust processes are in place to give sufficient HR support
- To work with the Office Manager to oversee the operation of the building, ensuring facilities are well maintained and running smoothly

Key Objectives of the role

<p>Strategy and Planning</p> <ul style="list-style-type: none"> • Ensure the financial sustainability of BCPC • Oversee the operational, including governance and financial performance of BCPC • Work alongside the Director to implement BCPC’s financial strategy and to drive income growth • Advise the Director and the Board on the financial strategy and the impact of decisions on BCPC’s financial position • Maintain a strategic financial plan 	<p>Financial Management</p> <ul style="list-style-type: none"> • Monitor, maintain and plan the financial health, security and compliance of the organisation, including effective cashflow and reserves management • Maintain effective Internal Audit control systems • Ensure all financial software is up to date and appropriate • Develop and maintain the BCPC in-house Financial Manual • Oversee BCPC’s approach to risk and maintain the Risk Register
<p>Compliance and Governance</p> <ul style="list-style-type: none"> • Act as Company Secretary, managing our governance process and overseeing compliance with company and charity law • Ensure compliance of BCPC processes and procedures with external regulators • Provide monthly management accounts for review, monitoring and management planning • Attend & minute Trustee meetings • To produce the BCPC Annual Report and consolidated financial statements as required by the Companies Act and Charity Commission 	<p>Operational Finance</p> <ul style="list-style-type: none"> • Manage all operational finance functions • Operate effective accounts payable and accounts receivable processes • Operate Credit Control processes • Manage and run monthly payroll • Calculate staff annual leave entitlement • Be confident to communicate financial information clearly to all

<p>Human Resources</p> <ul style="list-style-type: none"> • With the Director, to oversee BCPC’s HR function and to ensure processes provide sufficient support • Advise the Director on employment issues and compliance with employment law • Assist with contract preparation and record keeping 	<p>Building Oversight</p> <ul style="list-style-type: none"> • Work with the Office Manager to ensure the operations of the building and facilities are well maintained • In collaboration with the Office Manager and Director, identify and manage building improvement and repair projects • Ensure compliance with Health and Safety regulations
	<p>It is the nature of the work and size of BCPC that tasks and responsibilities can be unpredictable and varied. All staff are expected to work in a flexible and supportive way if needed and from time-to-time tasks not included in the job description will need to be undertaken to ensure organisational effectiveness.</p>

Person Specification

Skills and Experience

Essential

- Formal accountancy qualification (degree level or equivalent: ACA, ACCA, CIPFA, CIMA, AAT), with appropriate post-qualifying professional knowledge and experience
- Experience of maintaining and developing strong finance functions
- Track record of achievement managing significant financial resources with a good understanding of regulatory frameworks
- Experience of running a finance function including payroll, financial processes and procedures
- Ability to work collaboratively in a small team
- In depth knowledge of statutory and regulatory requirements relating to not for profit/ charitable organisations
- Strong technical, IT , literacy and numeracy skills

Personal Qualities

Essential

- Enjoy working both operationally and strategically
- Strong emotional intelligence with the ability to build strong, collaborative working relationships
- Relish identifying opportunities for improvement and growth
- The ability to communicate confidently with colleagues, graduate members and students alike
- Strong strategic planning and decision-making skills
- The ability to convey complex information clearly and simply to all audiences
- Systematic and organised with a track record of delivering to deadlines and a pragmatic approach to perceived setbacks
- The capacity to work to organisational deadlines and to meet organisational priorities

<ul style="list-style-type: none"> • Experience of using and supporting others in the use of financial software packages including a working knowledge of SAGE, QuickBooks or equivalent • Understanding of legislation and best practice around Data Protection and GDPR 	<ul style="list-style-type: none"> • Good management skills with the ability to foster trust in, inspire and challenge colleagues • Ability to work with initiative and autonomy whilst being a good team player • Excellent attention to detail and high levels of accuracy
<p>Desirable</p> <ul style="list-style-type: none"> • Experience of working in a charitable, training and/ or higher education organisation and knowledge of charity financial management and charity governance • Experience of sourcing additional funding in higher education or charitable settings • An interest in counselling and psychotherapy 	

How to apply

To apply for the role please complete the BCPC Application Form that you have been sent with this information pack.

Would you like to know more?

If you have any questions about the role or would like an informal discussion we would be delighted to talk to you. Please drop us an email at the addresses below and we can arrange a call:

Our Finance Manager, Karen Iles - kiles@bcpc.org.uk

Our Director, Rhianwen Gilson - rhianwen.gilson@bcpc.org.uk

Our Office Manager, Juliette Garrard – officemanager@bcpc.org.uk

We seek applicants who share our vision and values and to increasing the diversity of BCPC. We welcome applications from all sectors and backgrounds.

Application Process: We will be reviewing applications on a rolling basis. If you meet the qualifications for the position, we may invite you to interview before the closing date. We encourage you to submit your application early to ensure consideration. The application deadline is Monday 10th February at 11.30pm.

Thank you for your interest in BCPC, we look forward to receiving your application.

