

Chiva Finance Manager

	Bristol Office	Travel Required:	Occasional UK Based
Level/Salary Range:	£40,000 FTE	Position Type:	Part-Time (32 hours)
Reports To:	Chiva CEO	Line Management:	

Job Description

Job Purpose

The charity's primary finance professional, with full responsibility for managing all financial functions. The finance manager works closely with the CEO and wider team and Trustees to ensure sound financial management, sustainability, and compliance with all relevant regulations and standards.

Main Responsibilities of the Role:

- **Financial Strategy & Planning:** Lead the development of Chiva's annual budgets from scratch, ensuring alignment with the charity's strategic goals and priorities.
- **Financial Reporting:** Provide monthly and quarterly financial reports, including detailed commentary, to the CEO and board, and prepare financial updates for Trustee board meetings.
- **Audit & Compliance:** Oversee the year-end audit, manage Chiva's financial records in compliance with SORP accounting standards, and support the preparation of the annual report for the AGM.
- **Grant Management:** Monitor and report on charitable grants, ensuring compliance with restricted and unrestricted funding requirements. Assist with the financial elements of funding applications and grant reporting.
- **Investment Management:** Monitor the management of Chiva's investments to secure stable cash flow forecasts, working closely with trustees and CEO to ensure robust financial planning.
- **Cash Flow & Expense Management:** Maintain and monitor cash flow, prepare forecasts, and manage expenses, including credit cards and prepaid cards for staff working in the community.
- **Financial Systems:** Maintain and improve financial systems, including QuickBooks, and create visual representations of financial data for non-technical stakeholders. Maintain charity income and expenditure records and individual project finance records.

Expectations of All Chiva Employees

To hold understanding and empathy for the mission of the charity and a commitment to upholding the values and ethos of the charity.

To work closely with the team, support event preparation and delivery which may at times require working outside of principle specifications of role.

To uphold Chiva's Child Protection & Safeguarding, Data Protection and Data Storage, Confidentiality and Equal Opportunity Policies.

To be a key member of the Chiva Staff team, taking part in team meetings, away days, and fulfilling any administrative tasks in relation to role.

At Chiva we believe that a diverse, inclusive, and equitable workplace is key to fostering innovation and growth. We are committed to building a team that reflects a wide variety of backgrounds, perspectives, and skills. We welcome and encourage applications from individuals of all identities, including race, gender, age, religion, disability, sexual orientation. Our goal is to create an environment where everyone feels respected, valued, and empowered to bring their authentic selves to work.

Person Specification

Essential:

- Qualified accountant (ACA/ACCA/CIMA) with post-qualification experience.
- Strong understanding of SORP accounting standards and charity finance regulations.
- Experience in preparing budgets and managing year-end audits.
- Knowledge of QuickBooks or similar accounting software.

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- Excellent Excel skills, with the ability to create financial reports and models.
- Ability to present complex financial information in a clear, accessible manner for non-finance stakeholders.
- Experience managing charitable grants and working with restricted and unrestricted funds.
- Strong initiative and self-starter attitude, with the ability to work autonomously.

Desirable:

- Experience in managing investments and cash flow forecasting.
- Previous experience in applying for or managing funds and involvement in fundraising for charitable projects.