

<b>POST TITLE:</b>	<b>Finance and Business Manager</b>
<b>SALARY:</b>	<b>£31,009 per annum (SO1-24) (£38,875 FTE)</b>
<b>HOURS:</b>	<b>28 hours per week</b>
<b>CONTRACT:</b>	<b>Fixed 3 Year Contract (extension subject to funding)</b>
<b>LOCATION:</b>	<b>Manchester office: Kath Locke Centre, 123 Moss Lane East, M15 5DD)</b>
<b>ACCOUNTABLE TO:</b>	<b>Chief Executive Officer</b>
<b>MAIN CONTACTS:</b>	<b>CSUK Treasurer CSUK staff CSUK Volunteers Suppliers and Contractors External stakeholders</b>

**Job summary:**

**This is a senior role within a small finance team to oversee the financial and business operational activities of the organisation during a period of ongoing growth, development and change.**

**Overall job purpose:**

- Manage all finance systems and processes including payroll, pensions, and insurance.
- Manage on the strategic Business functions across the organisation and provide strategic support to the Board of Trustees, CEO and the Senior Management Team

**Job Description**

**Main duties:**

**1) FINANCE**

**Financial Records Maintenance:**

- Responsible for the update of the chart of accounts and reporting tools to maximise reporting functionality
- Ensure accurate maintenance of financial records on QUICKBOOKS for the charity
- Support the Senior Management Team and wider managers in the production of budgets
- Provide timely financial information to managers for effective budget management
- Ensure monthly management accounts accurately track restricted and unrestricted income, expenditure, and reserves
- Assist in the formulation and implementation of financial policies, procedures and controls
- Produce monthly management accounts and reconciliations (including the Balance Sheet and Cash Statement)
- Prepare quarterly forecasts and annual budgets (including cash flow)

### **Financial administration, banking and payments:**

- Manage payroll administration, pension postings, and HMRC payments
- Process monthly payment runs
- Monitor and review outstanding debtors and creditors
- Work with the fundraising team to oversee Gift Aid claims
- Manage VAT input and reporting if required
- Maintain and manage schedules for depreciation, prepayments, accruals & deferred income – posting monthly and quarterly journals as required
- Administer the Fixed Assets register

### **Year-End Reporting**

- Responsible for year-end reporting and processes
- Manage the internal examination/audit process
- Ensure timely preparation and submission of statutory accounts to the Independent Auditor, Companies House, and Charity Commission

### **Governance and strategic finance**

- Produce quarterly reports for the Board and other financial statements in liaison with the Chair, Treasurer and CEO
- Support the team to accurately cost our services and products for sale ensuring we build in appropriate margins to support growth
- Work with the Board and Senior Management Team to build financial resilience, diverse income streams and savvy approaches to grow our income and impact
- review and updating of organisation policy and procedures
- renewal of insurance and subscriptions
- relevant training including health and safety, First Aid, Safeguarding training
- Charity Commission – ensuring organisation information is up to date

## **2) BUSINESS**

### **Staff Management**

- Ensure the Finance & Business Administrator (F&BA) has clear role and objectives
- Manage F&BA performance including annual reviews and training requirements on a timely basis

## **3) OTHER RESPONSIBILITIES**

- Act as the main point of contact with external accountants or consultants
- Bank accounts signatory – act as a bank signatory for authorising bank transactions and as lead for liaising with banks regarding day-to-day operational issues
- Financial training - provide financial support and training to budget holders and administrative staff as and when required or appropriate
- Manage the administration of and accounting for legacies
- Project work - contribute positively to supporting other project work within the Finance Team as appropriate
- Ensure that the duties of the F&BA are covered in the event of their absence

**Work Related Circumstances:**

- Work in accordance with all CSUK policies, procedures and guidelines
- Work in accordance to all relevant legislation such as health and safety in the work place
- Undergo supervision with an identified Line Manager
- Through supervision, to identify training needs and take development opportunities offered through the organisation
- To offer flexible support for the work of the organisation, with a flexible approach to new duties and responsibilities as needed to support our vision, mission and values
- There may be evening and weekend meetings for which time off in lieu will be given
- Employment is subject to receipt of satisfactory references and an enhanced DBS check
- There will be some travel for banking and occasionally for external meetings and visits to other CSUK project delivery sites.
- To promote and reflect the CSUK values of Honesty, Integrity, Transparency and Respect
- To work with colleagues across the organisation - 'One Team' approach.
- To conduct yourself in line with the CSUK's cultures and behaviours, acting as an ambassador for the organisation.
- To contribute towards a culture of continuous improvement to help drive our service to Outstanding.

**The above duties are not intended to be an exhaustive list, but an indication of the requirements of the post. The duties within this may be varied from time to time to reflect the changing needs of the organisation and its services.**

CSUK is committed to Equal Opportunities in Employment and therefore it is our aim to ensure that no applicant or employee receives less favourable treatment on grounds of gender, disability, religion, race, colour, sexual orientation, and nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable.

CSUK is responsible under the existing equality and diversity legislation to ensure equality issues are promoted and you are expected to work with CSUK to fulfil these obligations, policies and codes of good practice. Employees must take reasonable care and be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, service users and visitors.

CSUK is committed to safeguarding and promoting the welfare of adults and expects all staff to share this commitment.

## PERSON SPECIFICATION

This will be assessed by a combination of reviewing the application form, a bespoke exercise and formal interview and assessment process.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION/QUALIFICATION</b>		
<b>Qualifications</b>		Qualified accountant with a recognised professional qualification e.g. ACA, ACCA, CIMA or CIPFA Experience
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Well proven track record in financial accounting management in the charity sector</li> <li>• Leading on preparation of monthly management accounts and relevant financial KPIs for senior management, including analysis and commentary, to a structured timetable</li> <li>• Presenting financial information to non-financial experts</li> <li>• Preparing annual accounts in line with Charity SORP and managing the year end audit process</li> <li>• Staff management (including carrying out appraisals/performance reviews)</li> <li>• Overseeing the work of finance colleagues to meet monthly and annual reporting deadlines</li> <li>• Working with operational managers on preparing budgets, reviewing monthly management accounts and updating year end forecasts</li> <li>• Preparing cash flow forecasts</li> <li>• Identifying and implementing process and procedure improvements • Restricted fund accounting</li> <li>• Preparing VAT returns</li> </ul>	<ul style="list-style-type: none"> <li>• Working in the care sector</li> <li>• Working with volunteers</li> <li>• Reviewing and updating financial policies</li> <li>• Preparing VAT returns that involve partial exemption</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong experience of applying IT to accountancy and financial management tasks</li> <li>• Direct involvement in implementing improvements to finance systems</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent working knowledge of QuickBooks Accounting or equivalent Finance software</li> <li>• Technically strong on accounting issues specific to not-for-profit organisations</li> <li>• VAT returns that involve partial exemption</li> </ul>	An understanding of the voluntary / charity sectors
<b>EXPERIENCE, KNOWLEDGE AND SKILLS</b>		
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills, particularly Microsoft Excel and Word</li> <li>• Professionalism with a high level of integrity</li> <li>• Strong communication skills at all levels – both written and verbal</li> <li>• Resilient, independent and self motivated</li> <li>• Problem solver</li> </ul>	
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work as an effective, flexible and supportive member of a small team</li> <li>• Ability to motivate and get the best from staff</li> <li>• Ability to provide accurate, timely information to a high standard</li> <li>• Attention to detail</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Mature, proactive and diplomatic approach and a commitment to producing high quality work</li> <li>• Excellent time management skills and ability to manage multiple tasks simultaneously</li> <li>• Ability to work under pressure</li> <li>• Comfortable in embracing and implementing change</li> </ul>	

	<ul style="list-style-type: none"> <li>• Willing to engage in the wider activities of the charity, as appropriate</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to handle sensitive information and understands confidentiality and personal boundaries</li> <li>• Commitment to equal opportunities and anti-discriminatory practice</li> <li>• Willingness to work flexibly and able to travel to different sites and venues</li> <li>• Willingness to undertake training and a commitment to continuous personal development</li> <li>• Ability to handle sensitive information and understands confidentiality and personal boundaries</li> </ul>	Understanding of health inequalities impacting on culturally diverse communities

**Confirmation of appointment will be subject to the satisfactory completion of a 6-month probationary period. During this time an employee will be expected to establish their suitability for the post**

**Post holder must be willing to work in accordance with all CSUK policies & procedures, adhere to all health & safety regulations and other relevant legislation. The post holder will undergo regular supervision and work with Line Manager to identify their training and development needs.**