



Job Title:	Finance Manager
Period:	Permanent role
Reporting to:	Director of Finance
Hours of work:	31.5 hours per week
Salary:	£50,000 Per Annum (FTE - £55,555)
Staff management:	Line management of two Finance Staff

Job summary:

Acting as No 2 to the Director of Finance. This is a senior role within a small finance team to oversee the operational activities of the Finance function during a period of ongoing development and change.

Key areas of focus to include:

- Prepare monthly management accounts on a timely basis for presentation to the Senior Leadership Team, Finance & Resources Committee and the Board of Trustees
- Lead on the planning of the annual budgeting preparation process and the collation of individual budgets
- Lead on the planning and timely production of the annual report and accounts
- Manage and support the development of two finance officers
- Lead on the charity's VAT returns and compliance processes
- Cash flow forecasting and operational cash management
- Identify and implement process and systems improvements to deliver more effective working practices and make better use of existing and new technology.

Key areas of responsibility:

Monthly management accounts

Lead on the preparation of the monthly management accounts, to include:

- Managing the monthly management accounts production timetable, ensuring the various relevant tasks carried out by the Finance Team are done so on a timely basis and to a high standard
- Through review of management accounts output, ensuring transactional coding is correctly and consistently applied – and that any anomalies are addressed promptly with colleagues as appropriate
- Provide the necessary oversight to ensure all balance sheet reconciliations are up to date and that reconciling items are promptly resolved

- Work with budget holders in a business partnering role to ensure variances between actuals and budget are understood and that year end forecasts are promptly reviewed and updated by budget holders as changes in year-end expectations are identified
- Produce the management accounts reporting for the Senior Leadership Team, ensuring key variances and assumptions are explained
- Lead responsibility for carrying out or overseeing accurate monthly payroll reconciliations

Annual budget process

Lead on the production aspects of the charity's annual budget, to include:

- Develop budget models that can be distributed at both budget manager and Senior Leadership Team levels
- In conjunction with the Director of Finance, finalise budget structures with Senior Leadership Team leads
- Work with and support budget holders as appropriate to ensure the timely and accurate completion of their budgets
- Identify and implement improvements in the budgeting processes, where appropriate
- Support the Director of Finance in the production of papers for the Finance & Resources Committee and the Board of Trustees

Annual report and accounts process

Lead on the preparation of the annual report and accounts process, to include:

- Produce a timetable of deliverables, in agreement with finance and other colleagues, to ensure that all aspects of the annual report and accounts production and disclosure process are covered with clear responsibilities and completed on time
- Produce a draft set of statutory accounts for the charity on a timely basis that meets Charity Commission and Companies Act accounting and disclosure requirements
- Ensure clear processes are in place for the recognition and recording of restricted funds and their movements and that restricted funds balances are accurate and correctly disclosed in the annual accounts
- Work with the Director of Finance and others as appropriate to resolve queries
- Liaise with the external auditors and other parties as appropriate during the audit and in resolving audit queries on a timely basis

Staff Management

- a) Ensure the two Finance Staff have clear roles and objectives
- b) Manage ongoing staff performance
- c) Carry out annual performance reviews on a timely basis
- d) Encourage and support the two Finance Staff to develop and progress within their distinctive roles (albeit recognising the relative limitations of what can be achieved in a small team) and to engage where possible in the wider work of the charity

- e) Ensure the two Finance Staff complete the charity's training requirements on a timely basis

VAT

- a) Prepare accurate quarterly VAT returns for the charity, ensuring they are submitted to HMRC on a timely basis
- b) Ensure that changes in VAT regulations and reporting relevant to the charity are promptly identified and that, working with the Director of Finance, those changes are implemented and relevant operational staff informed on a timely basis

Cash flow forecasting

- a) Update the monthly cash flow forecast forecasting model on a timely basis to align with management accounts reporting and for reporting to the Finance & Resources Committee
- b) Ongoing monitoring of working capital cash balances, ensuring monies are available to meet financial commitments whilst ensuring excess cash funds are invested to maximise interest income
- c) Produce a 12 month cash flow forecast to support the annual budget

Process and systems improvements

- a) Working with the Director of Finance (and external support where necessary), identify and implement further improvements to management accounts reporting information provided for budget holders
- b) Identify and implement greater efficiency and/or effectiveness in other processes within your role
- c) Ensure opportunities to deliver and implement greater efficiency in processes involving the Finance Team are encouraged
- d) Support the Director of Finance in identifying and implementing greater use of technology (subject to budgetary priorities) to deliver efficiencies and/or improved working practices to the Finance Team and other stakeholders

Other Finance specific responsibilities

- a) 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
- b) Financial training - provide financial support and training to budget holders and administrative staff as and when required or appropriate
- c) Information requests - respond to ad hoc financial information requests from Fundraising and other colleagues (including support for funding applications)
- d) Manage the administration of and accounting for legacies from when notification has been received to receipt of monies, specifically liaising with solicitors and others to establish the amount of entitlement and likely timing of receipt and to track and report on legacies in progress
- e) Supporting IGM colleagues as appropriate to ensure that gift aid submissions are made to HMRC on a timely basis
- f) Project work - contribute positively to supporting other project work within the Finance Team as appropriate



- g) Deputise for the Director of Finance in his absence (where appropriate) and ensure that the duties of the two direct reports are covered in the event of other absence within the team.

General

1. To promote and live the Haven House values of Compassionate, Professional, Respectful and Safe.
2. To work with colleagues across the hospice as part of the Haven House 'One Team' approach.
3. To conduct yourself in line with the Haven House cultures and behaviours at all times, acting as an ambassador for the hospice.
4. To contribute towards a culture of continuous improvement to help drive our service to Outstanding.
5. 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.

This job description is not a definitive or exhaustive list of responsibilities but identified list of the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance process.

Haven House 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.

Haven House is responsible under the existing equality and diversity legislation to ensure equality issues are promoted and you are expected to work with Haven House 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, patients and visitors.

Haven House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Employment is subject to receipt of satisfactory references and an enhanced DBS check.

Person Specification

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

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

	<ul style="list-style-type: none"> • Direct involvement in implementing improvements to finance systems 	
Knowledge	<ul style="list-style-type: none"> • Excellent working knowledge of Sage 50 Accounting or equivalent Finance software • Technically strong on accounting issues specific to not-for-profit organisations • VAT returns that involve partial exemption 	
Skills	<ul style="list-style-type: none"> • Excellent IT skills, particularly Microsoft Excel and Word • Professional, with a high level of integrity • Strong communication skills at all levels – both written and verbal • Resilient, independent and self-motivated • Problem solver 	
Abilities	<ul style="list-style-type: none"> • Ability to work as an effective, flexible and supportive member of a small team • Ability to motivate and get the best from staff • Ability to provide accurate, timely information to a high standard 	
Personal Qualities	<ul style="list-style-type: none"> • Mature, proactive and diplomatic approach and a commitment to producing high quality work • Excellent time management skills and ability to manage multiple tasks simultaneously • Ability to work under pressure • Comfortable in embracing and implementing change • Willing to engage in the wider activities of the charity, as appropriate 	