

Sue Lambert Trust



JOB DESCRIPTION

Job Title: Finance Manager

Responsible to: Chief Executive

Location: Norwich

Hours: 30 hours per week (open to flexible working arrangements)

Salary: £41,500 pro rata based on 37.5 hours per week

Background Information

Sexual abuse and violence have profound and lasting effects on individuals' lives. The Sue Lambert Trust is dedicated to helping survivors overcome the trauma and build resilience through compassionate, trauma-aware support. Our three-phased approach, focusing on Groundwork (Stabilisation), Counselling (Therapy), and Resilience, serves around 600 clients annually, fostering healing and recovery.

As our Finance Manager, you will play a pivotal role bringing experience to sustaining our growth, providing a financial vision and contribute significantly to advancing our mission. With an annual budget of approximately £1 million, our growth necessitates astute financial management to ensure we continue making a meaningful impact. Our funding sources include the Office of the Police and Crime Commissioners, Ministry of Justice, National Lottery, various trusts and foundations along with a small but growing income stream from public donations.

Job Title: Finance Manager**Responsible to: Chief Executive****Job Purpose:**

To serve as an integral part of the Senior Management Team, providing seasoned expertise on financial sustainability and governance. Delivering not just accurate, but insightful, timely, and comprehensive financial information to the CEO monthly and the Board quarterly. Ensuring a client-focused approach across the organization and advising on financial matters and strategic decisions based on a wealth of experience.

Main Responsibilities:**Strategic:**

1. Provide financial and commercial direction for the organization's sustainability and development, in alignment with the Strategic Plan.
2. Manage the preparation of the organization's budget and planning process.
3. Present financial and performance reports providing a critical understanding, including reporting on restricted and designated funds, at Finance Committee and Board meetings.
4. Bringing extensive experience to support the identification of strategic financial risks, maintaining a register and overseeing mitigating actions.
5. Ensure compliance with relevant financial governance laws for charities and businesses.
6. Provide sophisticated treasury management support to the organization.

Operational:

1. Co-manage the Corporate Support Administrator in their financial duties, in collaboration with the Business Operations Manager.

Other:

1. Work with the CEO to promote the organization to partners, stakeholders, and agencies.
2. Provide ad hoc assistance and guidance as required.

PERSON SPECIFICATION: Finance Manager

Qualifications:

1. ACA/ACCA/CIMA qualified (desirable), or exceptionally qualified by experience.

Experience:

1. Sufficient experience to meet the requirements of the role which we believe would be around 5 years
2. Desirable experience within the third sector or service provider supporting vulnerable people, demonstrating an exceptional level of insight.
3. Track record of delivering excellent communication and relationship management.
4. Extensive experience in preparing management accounts, including variance analysis and presenting these to the Senior Management Team, the Board and Committees.
5. Demonstrated financial management skills with a track record of effective planning and cash flow forecasting.
6. Exceptional experience in organisational development responsibility and reporting to Boards and Committees.
7. Proficient in using databases and Xero with significant hands-on experience.

Skills/Knowledge Required:

1. Seasoned knowledge of financial management and related governance and compliance.
2. Expertise in business planning, drawing on a wealth of experience.
3. In-depth knowledge of the third sector and Charity SORP, with high level of understanding.
4. Exceptional ability to lead and motivate staff and volunteers
5. Sophisticated IT skills, including advanced Microsoft Excel knowledge.

Competencies and Personal Attributes:

1. Dynamic and proactive approach, grounded in significant experience.
2. Exceptional communication skills, both verbal and written, with proven ability to communicate with people at all levels and to motivate others.
3. Appropriately energized management/leadership style, reflective of experience and knowledge

Other Requirements:

1. Ability to work flexibly when necessary.

To apply, please submit a covering letter and your most recent CV to recruitment@suelamberttrust.org.

Deadline for applications is 9am Monday 5th February 2024.