



Job Description

Job Title:	Finance Manager
Grade:	Amaze Salary Band I £40,174, £22.07/hr - £43,467, £23.88/hr pro rata
Responsible to:	Head of Resources
Hours of work:	16-18 hours (please state your preference in your covering letter)
Annual leave:	26 days pro rata a year, + extra 3 days at Christmas + Public Holidays
Location	Hybrid and flexible, with option to work from the central Brighton office and home. Expectation of some office time regularly and occasional travel to other locations in B&H and Sussex, for meetings and outreach
Contract:	12 month fixed-term contract with the likelihood of extension subject to funding

Main Purpose of the Job:

As Finance Manager, you will oversee the charity's financial operations, ensuring accuracy, compliance, and strong financial governance. Your responsibilities include overseeing bookkeeping and payroll, preparing monthly financial reporting, quarterly management accounts, and supporting strategic decision-making through budgeting and forecasting.

Key responsibilities:

1. Oversee all aspects of financial management at Amaze
2. Manage financial operations including bookkeeping, using online accounting systems, maintaining financial records and finances by tracking income and controlling spending, and online banking.
3. Maintain accurate payroll and pensions processing according to required timeframes.
4. Prepare and present regular financial reports and management accounts to SLT and Board and insights and guidance on business development at Amaze.
5. Complete funder monitoring returns
6. Lead on budgeting, forecasting, and financial planning in collaboration with AMT and SLT
7. Provide financial advice and support to the CEO, Treasurer, Finance and Fundraising Sub-Group and Board.
8. Resolve payment/finance questions for internal staff and external contractors, through clear lines of communication.
9. Monitor and maintain the finance inbox.
10. Line manage the Finance Assistant and support the development of the finance team.
11. Ensure robust financial controls and processes are maintained, in line with relevant policies and legislation.
12. Ensure compliance with all relevant policies, including the Financial Controls Policy
13. Liaise with Auditors on the annual audit of the accounts as required.
14. Oversee suppliers and contractors to ensure the required standards are met.
15. Maintain continual awareness of developments in legislation, statutory compliance and policy relevant to the role.
16. Review and refine current financial processes that enhance efficiency, promote transparency and lower costs.

Other General Responsibilities

1. To ensure compliance with all relevant legal and regulatory requirements and in particular those specified by Health and Safety and the Data Protection Act
2. To work within the framework of Amaze policies and procedures
3. To demonstrate and promote a commitment to professional development, team working and the principles of equal opportunities
4. Attend supervision and staff meetings as required, including Amaze awaydays and training
5. Carry out other duties appropriate to the role and responsibilities as may be delegated by Amaze

Person specification

Person specification:	Essential	Desirable
Experience/knowledge		
Accounting Qualification Bookkeeping/Accounting Qualification (e.g. AAT or CIMA) or part qualified, working towards or willingness to work towards qualification, or equivalent experience	Y	Working towards
Experience of delivering finance duties within the charitable sector, including completing audits, managing fundraising accounts and the SORP	Y	
Strategic and operational financial management experience, including; financial process, income and expenditure management, reporting, year-end, statutory and management account production, establishing and monitoring effective financial controls.	Y	
Experience of payroll, pensions and VAT		Y
Working knowledge of Quick Books accounting software or similar system	Y	
Proven experience delivering training and skills to communicate with and influence people at all levels about financial matters	Y	
Experience of managing people		Y
Skills		
Proven record of accuracy and excellent analytical skills, eg costing projects and reconciling complex financial information across complex income streams	Y	
Proven verbal and written communication skills	Y	
Good IT skills and familiarity with MS Office Suite (including Teams, Word, Excel, Powerpoint), AI and automation	Y	
Abilities and qualities		
Ability to work effectively as part of a team as well as on own initiative	Y	
Ability to plan and prioritise own and others work to set deadlines	Y	
Commitment to the values and principles upheld by Amaze and PaCC	Y	