

## ROLE PROFILE: FINANCE MANAGER

<b>Reports to:</b>	Director of Finance & Operations
<b>Department:</b>	Finance
<b>Direct reports:</b>	Senior Finance Assistant
<b>Key relationships:</b>	Senior Leadership Team, Bankers, Auditors, Fundraising and Grants teams

## ROLE PURPOSE

To manage the finance function of the charity and provide excellent finance support for the Senior Executive which will include:

- Maintaining a robust financial control framework and providing high quality timely financial management information to ensure effective decision making.
- Preparing annual financial statements and supporting an efficient external audit process.
- Supporting the annual budget setting and quarterly forecasting processes.
- Leading on continuous finance process improvement and finance training for SGHC staff.

## MAIN DUTIES & RESPONSIBILITIES

### 1. Staff management

- 1.1. Carry out all line management duties in line with organisational policy and procedure, including:
  - Diversity and inclusion - encouraging an inclusive environment.
  - Recruiting and inducting good quality staff
  - Proactively addressing performance, conduct or other employee relations issues.
  - Support and coach your direct report to ensure objectives and development goals are achieved.

### 2. Management of Income and Payments Processing Operations

- 2.1. Responsible for ensuring that all fundraising and investment income is accurately recorded in the finance system.
- 2.2. Ensure the reconciliation of all income data from the bank against Raiser's Edge (CRM system) to ensure data is accurate and complete and then recorded in the finance system once reconciled.
- 2.3. Manage an efficient and effective Accounts Payable function, ensuring that the work performed by the Senior Finance Assistant is at the required standard.
- 2.4. Lead on all communications with internal stakeholders, including Trust finance and Special Purpose Fund Advisers, to resolve any issues arising and produce monitoring reports on a regular basis.

### 3. Transactional accounting and fund management

- 3.1. Ensure systems are in place to identify and correctly record restricted donations, so that these are properly monitored and utilised.

### 4. Financial Control Framework

- 4.1. In consultation with the Director of Finance & Operations, ensure that appropriate controls, processes and procedures are in place, regularly reviewed and assessed for operational effectiveness.
- 4.2. Review and update Finance Procedures and effectively communicate these to staff, arranging training where necessary, within the Finance Department and across the Charity.
- 4.3. Ensure effective maintenance of the balance sheet, including regular key control account reconciliations (bank and other).
- 4.4. Monitoring of balances with the Trust, ensuring these are promptly settled, with discrepancies investigated and resolved.

### 5. Management Reporting

- 5.1. Delivery of timely and accurate monthly management accounts for the Charity, including enhancing the production process and communication of timetables.
- 5.2. Co-ordinate the production of narrative reports to support review by the Director of Finance & Operations.

### 6. Financial reporting and audit

- 6.1. Lead the Finance team in the production of financial statements which are fully compliant with the Charity SORP to meet required audit and Board approval deadlines.
- 6.2. Lead the relationship with external auditors and all arrangements surrounding the annual audit fieldwork.
- 6.3. Preparing required audit documentation in accordance with agreed timetables.

**7. Budgeting and Forecasting**

- 7.1. Assist the Director of Finance & Operations in the production of annual budgets, working closely with budget holders within the Charity to ensure completed in accordance with agreed timescales.
- 7.2. Lead on the quarterly re-forecast process, producing relevant analyses to understand and monitor key changes.

**8. Banking and Investments**

- 8.1. Work alongside the Director of Finance & Operations to maintain a strong relationship with the Charity's banking and investment managers and take the lead on the day to day administration of the banking arrangements.
- 8.2. Ensure that bank mandates are up to date.

**9. Systems and Data**

**9.1. Finance system**

- Liaise with Application's Supplier and Trust Systems support team in the maintenance and development of the finance system, ensuring essential maintenance are carried out as necessary to prevent cyber fraud and maintain data integrity.
- Provide support to the Finance team for the accounting functionality within the finance accounting application and its integrated systems.

**9.2. System maintenance and training**

- Support the Director of Finance and Operations with managing user access, permissions and privileges on the finance system, ensuring that any changes to staff are reflected immediately.
- Ensure all new staff are trained on the Finance System and that current staff receive updates as necessary.

**Any other duties commensurate with the post as requested by the Director of Finance & Operations.**

## Person Specification

### Skills

- Demonstrable analytical and problem-solving skills, with proven track record of using own initiative to identify solutions and add value.
- Excellent communication skills, both oral and written.
- Excellent stakeholder management and influencing skills including the ability to nurture strong and lasting relationships with people across all levels both inside and outside of the organisation and to be diplomatic, persuasive and credible at a senior level.
- Excellent Excel skills and strong working knowledge of accounting systems.
- The ability to manage a busy workload, meet tight deadlines and prioritise effectively.

### Experience

- Demonstrable experience in the preparation of Statutory Accounts and detailed knowledge of Charities' SORP.
- Experience of managing a finance function, including establishing and managing internal control systems.
- Line management experience, with ability to train and mentor staff to create a strong and supportive team environment.
- Proven track record of relaying financial information to non-financial stakeholders in a manner that is clear and concise.