

Job description

Job Title:	Finance Manager
Location:	Home based (occasional travel for meetings)
Managed by:	Head of Finance
Hours:	21 hours per week
Contract:	Part Time, Permanent
Salary:	FTE: £37,500 per annum (pro rata £22,500)

JOB DESCRIPTION

Purpose of the Post

The Finance Manager will oversee the day-to-day financial transactions made by Cruse Bereavement Support and ensure the accuracy, timeliness, and completeness of all income and expenditure transactions undertaken. The Finance Manager will assist in implementing the financial controls within the team, oversee month-end processes, and prepare the monthly management accounts and supporting information.

Key responsibilities and duties

- Assist in the preparation of monthly management accounts and liaise with budget holders to ensure the accuracy and completeness of the information provided.
- Ensure that all budget holders have regular one-to-one meetings to review actual performance against budget / forecast.
- Assist the Budget Holders with the first stage of preparing the annual budget.
- Provide ad hoc financial support to budget holders and assist in the preparation of any funding returns.
- Prepare the monthly bank reconciliation.
- Maintain the Fixed Asset Register and post monthly journals.
- Review reconciliations for all other items on the Balance Sheet (i.e. prepayments, accrued income and deferred income)
- Calculate the monthly recharge of costs from the Head Office to the regional offices.
- Prepare the quarterly VAT returns.
- Assisting and reviewing the work of the Accounts Payable and Accounts Receivable Officers and provide cover during periods of absence.
- Review the fortnightly payment runs.
- Assist the finance officers with any external queries.
- Responsibility for issuing and cancelling credit cards.
- Assist in the annual financial audit and respond to any audit queries.

Person Specification

Experience

Essential

- Significant and relevant accounting experience
- Experience of the month end reporting process
- Experience of Microsoft packages
- Experience managing payment runs
- Experience preparing and submitting quarterly VAT returns

Desirable

- Experience of preparing audit information and working with external auditors
- Experience working in the charity sector

Knowledge

Essential

- Working knowledge of accounts payable and accounts receivable
- Accounting for fixed assets
- VAT return preparation

Desirable

- Knowledge of difference between Restricted and Unrestricted Funds
- Knowledge of the Charities SORP
- Calculations of the partial exemption for VAT

Skills

Essential

- Experience using accounting software package
- Experience preparing monthly management accounts

Desirable

- Knowledge of Oracle NetSuite

Education and Training

Desirable

- The post is suitable for a part-qualified accountant (working towards ACA/ACCA/CIMA or equivalent)

Personal attributes

Essential

- Willingness to get involved and be proactive in whatever is required to get the job done
- Positive attitude
- Ability to build strong relationships with internal and external stakeholders

We help people through one of the most painful times in life
– with bereavement support, information and campaigning.

Charity Registration Number: 208078. A company Limited by Guarantee Number: 638709.

- Understanding and commitment to the mission and values of Cruse
- A personal commitment to equality, diversity and inclusion