



Finance Manager Job Description

LOCATION:	Hybrid - primarily home-based, with attendance required at our Didcot office as business needs dictate. This will typically be at least once per quarter, with additional visits required for meetings, training, or other business activities.
REPORTING TO:	Chief Executive Officer
HOURS:	28 hours per week
SALARY:	£42,350 FTE (35 hours), pro rata (£33,880 for 28 hours)
CONTRACT:	Permanent

Circles South East (Circles SE) is a registered charity and leading provider of services that address the damage to society and individuals caused by sexual harm and violence. Circles SE's primary aim is to provide a comprehensive package of support to all whose lives have been impacted by sexual harm and sexual violence. Its vision is to become essentially a "one stop shop" for issues relating to sexual abuse, while at the same time embracing multi-agency working practices. We are a community project addressing some of the most marginalized and neglected areas related to sexual violence and the harm it causes in our communities.

The charity has an annual turnover of approximately £1 million and a diverse funding portfolio including grants, contracts, donations and commercial income from training and consultancy activities. As the organisation's lead finance professional, the Finance Manager will have responsibility for all finance functions, supported by the Senior HR & Administration Officer.

Circles SE Vision statement

Circles South-East empowers communities to create and deliver a restorative and holistic framework, that reduces the incidence and impact of sexual harm and sexual violence, while always recognising the humanity of victims, perpetrators, and their families.

Circles SE Objectives

Circles SE exists to reduce the level of sexual harm and violence in the community, and aims to do this by achieving the following objectives:

- Support the reintegration of people who have committed or at are risk of committing sexual offences back into the community.
- Sharing expertise on the identification and management of the risk of sexual harm with families, agencies, and the wider community.
- Mitigating the harm experienced by those who are victims of, or affected by, sexual violence by promoting and supporting their journey to recovery.
- To be part of the community solution to violence against women and girls and to support the changing narrative across society.

- To place communities at the centre of the process – Circles SE has the expertise and wants to use this to enable communities to work together in developing their ability to safeguard all vulnerable individuals living amongst them.

Job Purpose

The Finance Manager is responsible for the smooth running of all aspects of the financial management of Circles South East (Circles SE). The purpose of this post is to:

- Provide sound financial advice to the Chief Executive (CE) of Circles SE, Board of Trustees and Managers
- Provide a high quality and effective financial management service to the charity
- Prepare, develop and analyse management accounting information
- Ensure compliance with all relevant financial statutory and regulatory matters

Key Relationships

The post holder will be line managed by the Chief Executive (CE)

The post holder will work flexibly and in close partnership with other Circles SE team members, including Coordinators, administrators and the Senior Management Team.

The post holder will be supported by the Senior HR and Administration Officer.

Main Duties

1. Financial Management and Budgets

- Prepare and update annual income and expenditure budget in consultation with the CE and other Managers.
- Monitor the budget against actual and in relation to approved expenditure and investigate any major variations in budget expenditure.
- Contribute to strategic and business planning, including the preparation of financial projections, in consultation with the CE and other Managers.

2. Accountancy and Bookkeeping Systems

Manage the charity's accounting records and financial processing, including:

- Manage the processing of all income and expenditure transactions
- Maintain and develop/improve bookkeeping and accounting systems, both computerised and manual
- Prepare bank reconciliations
- Manage organisational cash flow and cash management activities
- Prepare and maintain income and grant analyses
- Process and record back receipts and payments
- Manage purchase approval and expenditure recording processes.

3. Reports

Produce regular management information so that key Managers and Trustees know how well the charity is performing against its budget. To include:

- Prepare the statutory accounts of the year-end audit and act as prime contact with the charity's auditors.

- Provide monthly management financial information (including management accounts and cash flow forecasts) for the CE.
- Prepare and present quarterly financial reports for the Board of Trustees including detailed analysis of income and expenditure.
- File Statutory returns to at Companies House, Charity Commission and HMRC.

4. Bank and Treasury Management

- Manage the charity bank accounts (CAF Bank) and act as primary contact with the bank.
- Manage cash flow to ensure that the level of interest received is as high as possible and that bank charges are kept to a minimum.
- Ensure expenses and bills are paid on time.

5. Income

- Assist with applications for funding by drafting budgets.
- Ensure that all grants and donations are paid on time.
- Manage Gift Aid claims.
- Ensure Grants are treated according to Donor Restrictions and treated according to the latest Charity SORP.

6. Communication and Coordination

- Ensure the efficient circulation of financial information as needed including that required from donors, auditors etc
- Liaise with and advise the CE and others as appropriate on all financial matters.
- Act as primary contact with and maintain a good working relationship with bankers, our pension provider and auditors.

7. Company Secretary

- Act as Company Secretary and ensure compliance with the charity foundation documents.
- Attend Trustee meetings as required to provide information and analysis and record minutes.
- Manage the charity Risk Register.

8. Professional/Technical

- Keep up to date with financial developments across charity finance, accounting standards, regulatory requirements and relevant legislation
- Review and maintain Internal Financial Procedures policy and recommend improvements to strengthen financial controls, governance arrangements and compliance.
- Contribute to organisational development by identifying and sharing relevant best practice and emerging trends from across the charity and not-for-profit sectors.

9. Other/Additional Duties

- Work closely with the CE, managers, trustees and colleagues as part of a mutually supportive team.
- Carry out other duties appropriate to the post as requested by the CE of Circles SE.
- Work with the CE of Circles SE and other team members to develop effective management systems and working practices that make best use of human and financial resources.

- Comply with all organisational policies, procedures and statutory requirements in carrying out the duties of the role.
- Attend and contribute to team meetings, supervision, appraisal processes and relevant subgroups, and participate in ongoing training and development

PERSON SPECIFICATION:

The person specification forms an integral part of the recruitment process and is provided to all applicants. It will be used by the selection panel to assess candidates fairly and consistently against the skills, knowledge, experience and attributes required for the role.

Assessment code: **A= application** **I = interview** **ST = skills test**

Criteria	Assessment Method	Essential	Desirable
Professional Qualifications & Experience			
Qualified or part-qualified accountant (e.g. ACA, ACCA, CIMA, CIPFA or equivalent).	A	✓	
Minimum of three years' relevant finance experience within the charity, voluntary or not-for-profit sector.	A	✓	
Experience of preparing annual statutory accounts and supporting the year-end audit process.	A, I	✓	
Experience of charity accounting and the Charities SORP framework.	A, I	✓	
Experience of producing management accounts, financial reports and financial analysis for senior managers and trustees.	A, I, ST	✓	
Experience of cash flow management and monitoring investments and reserves.	A, I	✓	
Experience of preparing budgets, forecasts and financial information to support grant applications, contract bids and funder reporting.	A, I	✓	
Experience of acting as the primary contact for external auditors.	A, I		✓
Financial & Technical Skills			
Thorough and up-to-date practical knowledge of management accounting principles and techniques.	A, I, ST	✓	
Excellent analytical skills with the ability to identify trends, risks and opportunities and support decision-making.	I, ST	✓	
Strong IT skills, including advanced Excel	A, I, ST	✓	

Experience of using computerised accounting software and financial management systems.	A, I	✓	
Experience of using QuickBooks.	A, I		✓
Understanding of organisational risk management and internal financial controls, with experience of maintaining and improving financial systems, processes and controls.	A, I	✓	
Understanding of confidentiality, data protection requirements and good governance practices.	A, I	✓	
Communication & Relationship Management			
Ability to communicate complex financial information clearly and effectively to non-financial colleagues, volunteers, managers and trustees.	I, ST	✓	
Ability to build effective working relationships and work collaboratively with colleagues, trustees and external stakeholders.	I	✓	
Organisation & Personal Effectiveness			
Ability to work independently with minimal supervision.	A, I	✓	
High level of accuracy and attention to detail throughout work	A, I, ST	✓	
A proactive, hands-on approach, including responsibility for both transaction processing and higher-level financial management.	A, I	✓	
Ability to maintain effective financial systems and processes with limited administrative support.	A, I	✓	
Strong organisational skills with the ability to manage competing priorities and meet deadlines.	A, I	✓	
Strong problem-solving skills and the ability to use initiative to identify and implement solutions.	I, ST	✓	
Values & Behaviours			
Commitment to equality, diversity and inclusion and an appreciation of the value that different backgrounds, experiences and perspectives bring to Circles South East.	A, I	✓	
Commitment to the aims and values of Circles South East.	A, I	✓	
Willingness to work flexibly to meet the needs of the organisation.	A, I	✓	