



JOB DESCRIPTION

Job Title:	Finance Manager
Contract:	Homeworking, fixed term (24 months)
Hours:	21 hours (flexible)
Salary:	
Location:	Home-based, with limited travel for meetings and events (costs will be paid.)
Reporting to:	Chief Executive Officer

JOB SUMMARY

The Ripple Pond supports adult family members of physically and/or psychologically injured British Armed Forces personnel and veterans.

As the Finance Manager your role is to provide financial management support to the Chief Executive Officer and Board of Trustees, through accurate and timely financial management information including, key performance indicators, accounts, forecasts, and annual budgets for the charity.

You will also be required to manage the core accounting function and provide accurate financial information for the senior team's strategic decision-making.

KEY RESPONSIBILITIES

Strategic

- Prepare and present monthly management accounts, including commentary and analysis, to the Chief Executive and Board of Trustees.
- Improve the impact and understanding of financial reporting on the charity's performance, developing a standardised approach to reporting.

- Assist the Chief Executive and Board of Trustees with financial forecasting, management, and achievement of financial targets.
- Preparation of management accounts, cashflow and other financial reports on a monthly, quarterly and yearly basis with accurate commentary and analysis as required by the Chief Executive and Board of Trustees
- Liaise with the charity's accountants to prepare the annual financial statements in accordance with the Charities Statement of Recommended Practice (SORP).
- Ensure compliance with the relevant financial and regulatory frameworks and take appropriate action to improve/remedy any causes for concern

Operational

- Ensure the effective running of the financial operations. Ensure accurate financial records are maintained, all transactions are processed, and the charity's online banking is effectively managed.
- Liaise with the charity's outsourced payroll service provider.
- The production of monthly cashflow projections and monitor cash flow closely including balance sheet account reconciliations.
- Prepare budgets for specific contracts, grant applications, and service specifications.
- Ensure the accuracy of the charity's financial records and reporting to stakeholders.
- Lead on interaction with HMRC
- This is not meant to be an exhaustive list of duties. The need for flexibility in a small team is required and the post holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Knowledge, Skills & Experience:		
At least 3 years relevant experience in an either an accountancy, commercial or financial role, at least 2 of which should be in a supervisory or managerial role	Y	
Experience knowledge of charity accounting	Y	
Preparation of Final Accounts	Y	
Preparation of effective management reports	Y	
Strong people skills, displays empathy and an ability to adapt to the situation.	Y	
Excellent communication skills	Y	

Ability to handle complex issues	Y	
Up-to-date knowledge of relevant financial legislation, accounting conventions and best practice	Y	
At least 3 years' experience of management	Y	
Financial management skills	Y	
Highly competent in Information Technology	Y	
Knowledge of Accounting packages	Y	
Knowledge of Sage and banking software	Y	
Hold Membership of a recognised accounting institute qualification or professional qualification in a relevant subject		Y
Qualified Accountant		Y
Personal Qualities:		
Ability to work as part of a dedicated team and independently.	Y	
Self-motivated and self-disciplined.	Y	
Emotionally and psychologically resilient	Y	
Self-disciplined and ability to work to tight deadlines	Y	
Other:		
Willingness to learn and utilise training opportunities to develop existing skills and knowledge.	Y	
Full driving licence and access to a roadworthy and taxed vehicle with business insurance.	Y	

Dated: 31 January 2024

Approved by: Rodger Cartwright, CEO