

## Job Description

**Job title:** Finance Manager

**Job purpose:**

1. Oversee the group’s financial control environment, ensuring compliance with financial policy, protocol and audit recommendations, and to champion best practice in financial control.
2. Lead the group’s regular financial planning & analysis cycles, accommodating the production of monthly management accounts, annual budgets, in-year forecasts, KPI reporting and data dashboards.
3. Act as finance business partner to non-finance functions, assisting senior managers and other budget holders with interpretation of financial data and with understanding financial implications of operational decisions.
4. Supervise the group’s treasury operations, preparing and monitoring cashflow forecasts and actively managing the group’s wide range of bank accounts and deposit accounts.
5. Lead the group’s IT, telecoms, and digital operations in conjunction with outsourced advisers and support teams.

**Reporting to:** Director of Finance (Deputy CEO)

**Responsible**

**For:** Finance Officer

**Based:** The Vassall Centre, Fishponds, Bristol BS16 2QQ

**Salary:** c. £40,000 pro rata

**Term:** Permanent, part time

**Hours:** up to 28 hours per week (80% FTE), to be discussed

**Annual Leave:** 26 Days plus Bank Holidays (pro rata for part time)

### Main activities and responsibilities

<b>Activities</b>	<b>Description of activities and responsibilities</b>
<b>Financial Control</b>	<ul style="list-style-type: none"> <li>• Assisting the FD with planning and delivery of the annual statutory audit</li> <li>• Assisting the FD with planning and delivery of regular internal audits</li> <li>• Liaison with auditors, deputising for the FD where required</li> <li>• Leading on month-end closedown procedures</li> <li>• Reconciliation of balance sheet control accounts</li> <li>• Ensuring financial policies, procedures and controls are adhered to and improved as necessary</li> <li>• Tracking of income and expenditure associated with a range of different charitable funds, including restricted, endowment and designated funds</li> <li>• Oversight and sign off of quarterly VAT return processes</li> <li>• Ensuring optimal use of finance software automation functionality</li> <li>• Implementing improvements to the charity’s procurement processes</li> <li>• Line management, supervision and mentoring of the Finance Officer</li> </ul>

<b>Financial Planning &amp; Analysis</b>	<ul style="list-style-type: none"> <li>• Preparation and distribution of monthly management accounts</li> <li>• Preparation of KPI reports for Senior Leadership Team</li> <li>• Assisting the Finance Director with preparation of annual financial statements</li> <li>• Preparation of annual budgets and regular forecasts</li> <li>• Develop the charity's Medium Term Financial Plans (MTFPs)</li> <li>• Facilitation of internal stakeholder access to live financial data through dashboards and other digital tools</li> </ul>
<b>Treasury Management</b>	<ul style="list-style-type: none"> <li>• Management of charity cashflow forecasts, records and planning</li> <li>• Management of charity's retail banking arrangements</li> <li>• Approval of charity bank reconciliations</li> <li>• Management of charity deposit accounts and planning</li> <li>• Processing of monthly investment movement journals</li> <li>• Supporting the FD with appraisal of investment opportunities</li> <li>• Reconciliation and settlement of intercompany accounts and balances</li> </ul>
<b>Finance Business Partnering</b>	<ul style="list-style-type: none"> <li>• Monitoring of the charity's devolved budgets structures and performance</li> <li>• Liaison with devolved budget holders around understanding of budget variances and forecasts</li> <li>• Assisting non-finance colleagues to understand financial implications of divisional decision-making</li> <li>• Assisting the FD in preparing reports and papers for Trustees as required</li> <li>• Working with the charity's Housing Officer to accurately record housing income and receipts and reconcile these to core finance systems</li> </ul>
<b>IT and Digital Operations</b>	<ul style="list-style-type: none"> <li>• Act as IT and Digital lead for the charity, playing an active part in IT and Digitalisation plans</li> <li>• Oversee the charity's outsourced IT support and telecoms arrangements</li> <li>• Lead the charity's cybersecurity activity and accreditations</li> <li>• Supervise the procurement strategy for charity computer assets</li> <li>• Maintain the charity's asset logs registers</li> <li>• Assisting the Director of Finance (FD) with the continued improvement of optimisation of the new Xledger finance software</li> <li>• Assisting Finance and Grants colleagues with the procurement, selection and implementation of new grants management software and its linkage with core finance software</li> <li>• Assisting colleagues with the procurement, selection and implementation of new CRM software and its linkage with finance and grants management software</li> <li>• Assisting Finance and Housing colleagues with the development of the charity's Housing Rent Management System and associated integrations</li> <li>• Make recommendations to the SLT for other digitalisation projects that would be of benefit to the charity</li> </ul>

## **Person Specification**

### **Knowledge and Skills**

- Professional accountancy qualification such as ACA, ACA or CIMA. *Qualification by experience may also be considered.* (E)
- Knowledge of charity accounting and the Charity SORP. (D)
- Proven ability in financial modelling and the use of Microsoft Excel. (E)
- Skilled contributor to Financial Planning & Analysis activities, including management accounts, budgets, forecasts, KPIs and Data Dashboards. (E)
- Knowledge of Microsoft Power BI or similar would be useful. (D)
- Knowledge in investment accounting and common investment funds. (D)
- General knowledge of charity systems and digital tools, including CRMs. (D)
- Knowledge of VAT requirements, including partial exemption. (D)

### **Experience**

- Experience in the implementation and improvement of finance systems and processes. (E)
- Long-term user of cloud-based finance software. (E)
- Experience of using Xledger finance system would be beneficial. (D)
- Complex consolidation or group accounting experience would be useful. (D)
- Experience of working in the finance team for organisations undergoing significant change of growth. (D)
- Team management and motivation. (E)
- Experience in managing outsourced corporate services arrangements such as IT support. (E)

### **Personal Attributes**

- Highly-motivated self-starter.
- Ability to influence senior colleagues and affect positive change.
- Affinity for the strategic and charitable objectives and the values of Bristol Charities.
- Places high value on accuracy and can demonstrate an attention to detail.
- Effective communicator, with an adaptable and considerate communication style.