



POST TITLE:	Finance Manager
REPORTING TO:	Director of Operations
SALARY:	Circa £41,000 per annum (pro rata)
JOB TYPE:	21 -25 hours (with extra hours if required during end of financial year)
LOCATION:	Cheltenham / hybrid working, (approx. 1 day in the office)

Background

WellChild is the national charity for seriously ill children and their families. We fund programmes and services to help children and young people living with complex medical needs to live and thrive at home instead of hospital whenever possible.

Purpose of the role

This is a key role within WellChild's Operations Team, working closely with Director of Operations and CEO to take responsibility for the development, delivery and maintenance of management accounting, budgeting, forecasting, undertaking variance analysis, reporting, preparation of annual financial statements and all associated processes and procedures. The post holder will lead on process have ambition and enthusiasm to drive change in the department to meet the needs of an evolving organisation.

Main Duties and Key Responsibilities:

Financial Planning & Analysis

Work closely with the CEO and SMT on:

- Drawing up annual budgets, annual operating plans, reserves, cash-flows and long-term financial planning.
- Advising and assisting with the development of key financial management papers and policies such as early warnings, reserves policy and going concern analysis.
- Developing financial models for long term budgeting and business planning.
- Member of the Audit Sub-Committee, involving discussions and decisions about the charity's reserves, investments, and organisational strategy relating to finance.

Monthly Management Accounts

- Responsible for the timely and accurate preparation of monthly management accounts and all related processes.
- Responsible for the financial summary for inclusion in the monthly Board report.
- Responsible for co-ordinating, preparing and consolidating the monthly forecast.

Annual Audit

- Responsible for the timely and accurate preparation of the annual statutory accounts and all related processes.
- Responsible for the preparation of the annual budget including review meetings, consolidation and summary Board paper.
- Responsible for the coordination of the external audit process and overseeing the audit relationship and provision of accurate and timely information to the Auditors as required.
- Liaising with the selected auditors to ensure Corporation Tax and returns are completed accurately and filed on time.
- Responsible for preparing papers for the statutory accounts, annual budget, going concern and any other financial papers required for Board, Committee or SMT.

VAT

- Responsible for the organisation's VAT compliance and preparation and filing of all VAT returns.
- Responsible for reviewing contracts and agreements for VAT implications.

Reporting and Accounts

- Assisting in the development and monitoring of internal financial controls
- Responsible for monitoring cash flow and for cash flow forecasting on a monthly basis.
- Responsible for the reconciliation of balance sheets accounts including monthly payroll, pension and payroll taxes.
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- Responsible for the co-ordination and modelling of the longer-term financial strategy which should mirror the organisation's overall strategy.
- Oversight of reconciliation of company credit card
- Oversight of maintenance and reconciliation of petty cash
- Responsible for the accurate maintenance of Gift in Kind records on SAGE (annually)
- Reconcile CRM (Raisers Edge) to Sage re. bank transactions.

Operations Team

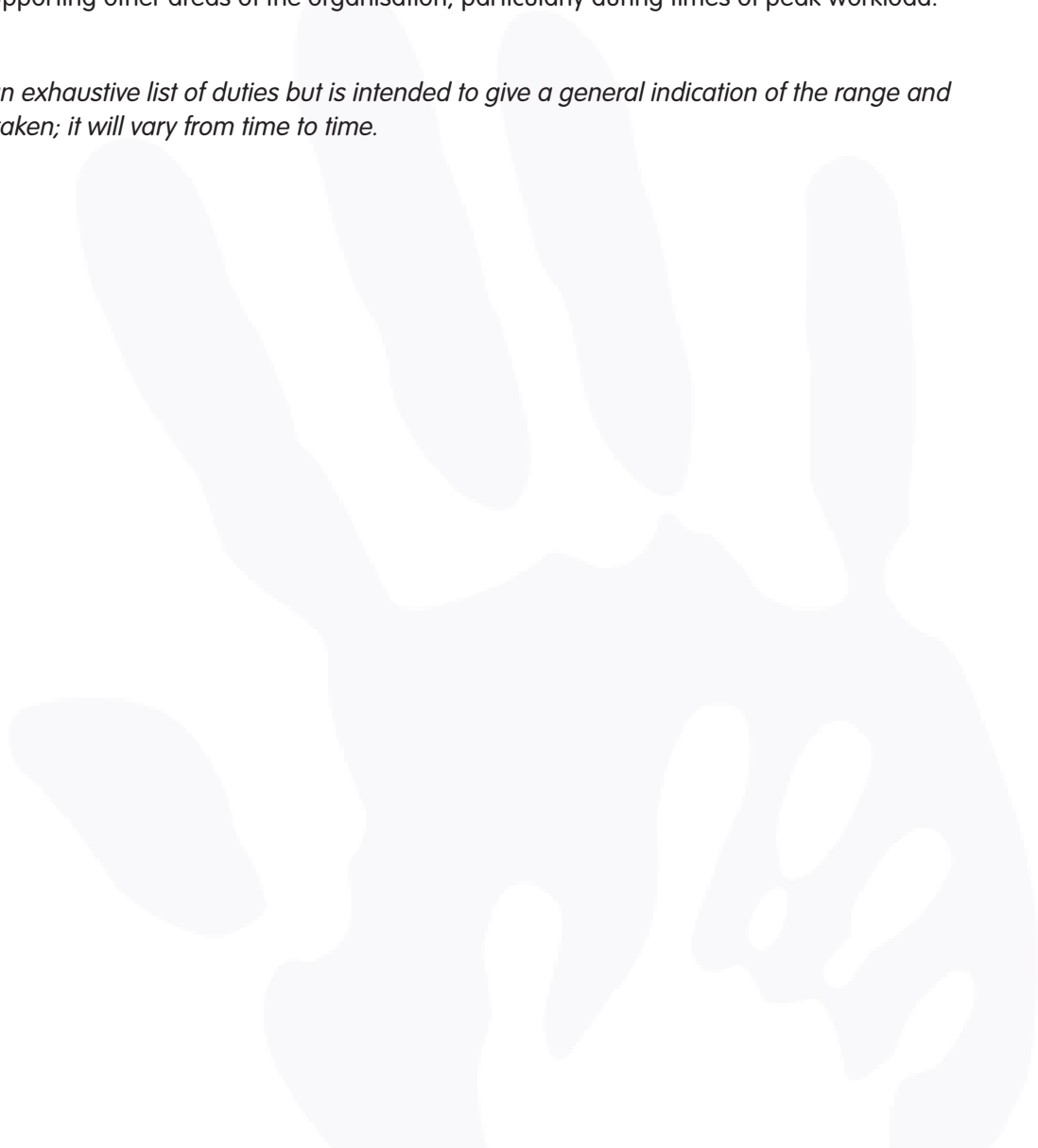
- Work alongside the team to deal with day-to-day finance queries/enquires and the provision of support on all financial matters to all staff as and when appropriate.
- Provide finance training to budget holders as required.
- Working closely with colleagues to reconcile company CRM - Raisers Edge (RE) with company Accounts system (SAGE)
- Identifying and implementing processes and procedures as required.
- Working with the HR Manager to ensure the salaries forecast is updated at least quarterly.

- Alongside the Director of Operations, continually review the finance system and processes and explore process and system improvement.
- Providing reports and management information as required by Director of Operations/SMT and Trustees.
- Supporting non finance teams on financial matters including the provision of information for fundraising and other applications.
- Acting as project manager for specified projects.
- Developing and implementing policy, processes, procedures and paperwork to reflect current regulation, legislation and best practice.

General:

- Attend and participate in internal and external meetings, training and development as required – this may sometimes involve travel away from the office and working outside of normal hours.
- Participating in WellChild projects as required.
- Attending and participating in WellChild events – this will involve travel away from the office and working outside of normal hours.
- Taking all opportunities to promote the work of the charity in order to continually build our network of supporters.
- To undertake other duties as may be requested by Director of Operations/Senior Management Team as WellChild's work develops and new needs emerge.
- Contributing to and supporting other areas of the organisation, particularly during times of peak workload.

This job description is not an exhaustive list of duties but is intended to give a general indication of the range and extent of work to be undertaken; it will vary from time to time.



Person Specification

EXPERIENCE:	KNOWLEDGE AND SKILLS:	GENERAL ATTRIBUTES:
<ul style="list-style-type: none"> ■ Previous charity accounting role and an understanding of associated SORP. ■ Experience of using SAGE Cloud / similar Accounts package. ■ Experience of preparing audit papers and statutory accounts. ■ Proven success in working with auditors and managing audit processes. ■ Understanding of CRM's (e.g Raisers edge) and their reconciliation to account systems. 	<ul style="list-style-type: none"> ■ Professional accounting qualification such as ACA, ACCA or ACMA (<i>qualification by experience maybe considered</i>). ■ Able to demonstrate a proven track record in all aspects of accounts e.g preparation of complex management accounts, budgets, balance sheet reconciliation and forecasts and variance analysis. ■ Able to demonstrate excellent attention to detail with a high level of accuracy ■ Advanced level of Excel skills. ■ Knowledge of aspects of taxation including VAT and payroll. ■ Excellent organisational and project management skills. ■ Excellent communication skills – able to adapt style to a range of audiences and have excellent relationship building skills. 	<ul style="list-style-type: none"> ■ Self-starter who is highly motivated and proactive, with a determination to succeed. ■ Positive 'can do' approach with the ability to be autonomous, resourceful, adaptable and work flexibly including additional hours if required at peak workload times. ■ Able to demonstrate a logical and methodical approach and the ability to develop and implement accounting processes and procedures. ■ Able to demonstrate a collaborative working style – working co-operatively with others to achieve objectives. ■ Upholds the charities values, beliefs and culture on keeping children safe and an ability to work in a way that promotes the safety and wellbeing of children and young people. ■ Able to think pragmatically, make sound judgements and appreciate the impact on others. ■ Valid UK driving licence (Desirable)