

Job Description

- This post is exempted from the Rehabilitation of Offenders Act 1974
- Schedule 9, Paragraph 1 of the Equality Act 2010 applies.

Job Title:	Finance Manager
Location:	Anawim, Balsall Heath, Birmingham, B12 9RJ
Grade:	SCP 36 – 42
Salary:	£35752 - £42,165 per annum
Hours:	37 hours per week (some flexibility considered)
Responsible to:	CEO & Head of Finance

From our Birmingham centre, Anawim provides trauma informed services including holistic support and advocacy to enable women to reach their potential

Our Vision statement:

A world where women are safe, free, valued and equal members of society.

Our Values:

*Anawim believes in the intrinsic **value** of every person and **welcomes** each women **without judgement**
We are deeply committed to **listening** to our women and building services around their **needs**
We **help** women to navigate the complex challenges they are facing and we do all that we can to **support** them for as long as they needs us
Anawim **empowers** women to make positive changes to turn their lives around, helping them, one step at a time – to become **independent**
We **want the best** for our women and to make sure their basic needs are met. We **won't rest** until we've done all we can to keep them **safe**.*

Aim

We are looking for an experienced finance professional who has worked in the business or charity sector and who is looking to use their skills to make a difference to our charity. Demand for Anawim's vital services for women is growing and we are looking for a finance manager who is flexible and adaptive while managing the day to day nature of the role. The finance team consists of a Head of Finance and a part time Finance Assistant.

Anawim's finances are in good shape but its funding sources are unpredictable. Government procurement is increasingly complex and payment in arrears based on performance measures is increasingly common. Our present Finance Manager has developed management accounting systems that allow excellent monitoring of our financial position, KPIs are in place to give early warning of financial challenges and our audit reports are clean.

Main duties and responsibilities:

General:

1. Work with the Head of Finance, CEO and COO to ensure all accounting is clear, well managed & compliant with SORP guidelines, preparing budgets for departments and the charity overall with excellent forecasting.
2. Line Manage, support, motivate and supervise the work of the Finance Assistant to accurately record all income and expenditure using Xero accounting software.
3. Implementing financial controls by writing and enforcing policies regarding expenditure, financial procedure and risk.
4. Responsible for over-seeing the day to day running of the finance functions ensuring all expenditure is recorded accurately and coded appropriately.
5. Responsible for the full month end close down including all journal posting, all balance sheet reconciliations, payroll reconciliations and production of management accounts for the Head of Finance to present to the board,
6. Liaise with SMT to monitor expenditure in each department to keep spending in line with the overall organisational budget.
7. Prepare timely and accurate reports for funding partners according to contractual agreements.
8. Together with the Head of Finance responsible for the relationship with external auditors, providing all documents required at the annual audit, and providing the relevant figures for producing the annual accounts.
9. Work collaboratively with the Head of Development and the Fundraising Team to identify gaps in funding and to monitor targets set.
10. Point of contact for HMRC, Company Pension Scheme and the Office for National Statistics, including submission of gift aid claims, PAYE information and any statutory requests.

Payroll:

11. Ensure monthly payroll is completed accurately and on time with the support of the Finance Assistant and HR Manager.

12. Advice on the affordability of salaries and costs, ensuring living wage is achieved.
13. Review and post payroll reports, reconciling any variances prior to payment.
14. Complete all submissions and payments to HMRC and Pension Scheme on time.

Financial & Management Reporting:

15. Monitor and report on investment holdings to the Finance, Audit, Investments & Fundraising (FAIF) Committee
16. Prepare statistics, management account information and performance against KPI's on a quarterly basis for the board of trustees, CEO, COO, SMT and funders.
17. Preparations of the annual and departmental budgets, monitoring actual vs budget and reforecasting. Actively advising on reserve position and ensuring informed decisions are made regarding future funding that may need to be secured as part of our long and short-term strategy.
18. Providing analysis for the preparation of year end accounts.
19. Membership of the Finance, Audit, Investments & Fundraising committee and Risk management committee.
20. Reporting to funders within specified timescales- completing management accounts and funding reports. Ensuring funders are named in the accounts.
21. Working in close conjunction with the Fundraising team to ensure correct costings for applications to trusts and for statutory contracts, obtaining full cost recovery wherever possible, carrying out long and short term impact assessments, while checking the fit with our long term strategy.
22. Ensuring due diligence is completed with regards to funding bids and subsequent agreements, carefully reading contracts and communicating any clauses, or potential pitfalls, making sure reporting dates are adhered to and completed in a timely fashion.
23. Monthly meetings with the Fundraising team regarding financial planning, movement in the budget, identifying funding gaps and opportunities to long term stability. Advice when particular funded roles will be finishing in good time to re-apply or make redundancies.
24. Monitoring and actively advising on cash flows to ensure that the operations and liquidity of the organisation can be maintained.

Behaviour:

25. Establish and maintain good relationships with all colleagues, funders, suppliers and contractors.

Additional Tasks:

It is in the nature of our mission that tasks and responsibilities are in many circumstances unpredictable and varied. All workers are therefore expected to be flexible so that when the occasion arises, tasks that are not specifically covered in their job description are undertaken. These additional tasks will normally be to cover unforeseen circumstances and should be compatible with the regular work of Anawim. If the additional responsibility becomes regular, it will be included in the job description in consultation with the employee.

PERSON SPECIFICATION

Job Title: Finance Manager

Location: Anawim Birmingham's Centre for Women, Birmingham, B12 9RJ

Area	Description	Method of Assessment
Qualification	AAT Qualification is essential. Qualified by experience, CIMA/ACCA or similar is desirable	A, I, D
Experience	Experience of operation of Xero for both accounting and payroll function Experience of charity accounts	A,I,R
Knowledge	Thorough knowledge of HMRC requirements with regard to tax, national insurance and statutory deductions and payments Knowledge of charity accounts SORP, fund accounting (e.g. restricted/unrestricted) and accruals concept of accounting. Understanding of corporation tax and VAT especially in regard to accounting for contract or grant income.	A,I,R
Skills and Abilities	Good I.T skills to include Microsoft Word, Excel, Outlook. Ability to operate computerised payroll systems. Proven strong verbal and written communication skills Manage time effectively, prioritise workload, plan ahead and achieve deadlines Ability to deal with confidential information	A,I,R
Special Requirements	Self-motivated Calm under pressure Basic Disclosure from the Disclosure & Barring Service	A,I,D
Commitment	Able to work within the ethos of the organisation and respect its values	A,I

Method of Assessment: A – Application Form D - Documentation I – Interview
P – Presentation R – References