BATH CITY FARM

Job title:	**Finance Manager**
Hours of work:	**22.5 hours/3 days per week. Ideally to include Mondays and Thursdays**
Contract type:	Permanent (on successful completion of probation)
Pay Point:	**E30 £20,182 for 22.5 hours/week (FTE £33,636)**
Responsible to:	Line managed by Farm Director
Responsible for:	Line Manager of the Finance Assistant

This appointment will be subject to an enhanced DBS check.

About us:

Situated on a beautiful 37-acre site, Bath City Farm is a charitable organisation, providing education, training and therapeutic activities to disadvantaged people in the local community, as well as a free-to-access visitor attraction.

From the beginning our Vision has been to build a healthy community rooted in nature, food, farming and each other. As a welcoming urban farm, we use our unique setting and targeted projects to educate, improve wellbeing and transform lives. Our goals are to enable the development of skills and confidence, improve mental, physical and social wellbeing, and inspire environmental awareness. We aim to increase community engagement, offer a rewarding visitor experience, and educate people on farming, animal welfare and food production.

All staff are expected to carry out their roles in line with the Farm's core values:

- **Diversity is strength**: We work to remove barriers to encourage participation and promote fairness and equitable opportunities for all. We foster a culture of respect and dignity.
- **Power in community**: Each person has unique gifts and perspective to share. Nurturing and valuing these strengths collectively gives us power to make positive changes in our communities.
- **We are nature**: We are a part of nature and nature is us. We therefore aim to create conditions for biodiversity and natural ecosystems to thrive in all our activities and choices.
- **Open and participatory**: We aim to communicate openly and create meaningful opportunities for communities to contribute to the direction of the Farm.
- **Free or affordable**: The Farm site will always be free at the point of access for people to explore and enjoy. We endeavour to provide all our activities free or fairly priced.

- **Working with care**: We approach our work with care, to create quality solutions and minimise harm to people and the environment.

Overall purpose of job:

To provide strategic leadership of the Farm's finances, enabling the charity to deliver its ambitious high-impact strategy, whilst building a resilient, financially sustainable organisation.

The Finance Manager will provide high-quality financial insight, robust data and commercial acumen to support the Director, senior leaders, trustees and budget holders in making informed, empowered decisions in support of the Farm's strategic goals.

Leadership and Management responsibilities

- In collaboration with the Farm Director, budget holders and Trustees, prepare the Farm's annual budget and monitor quarterly performance.
- Monitor the Farm's financial performance using key metrics created and reviewed annually with the Farm Director.
- Provide reporting of the Farm's finances for quarterly Finance Sub-Committee and Board Meetings.
- Provide monthly reports to budget holders to support them in tracking spending and decision-making.
- Preparation of the Farm's Year End Accounts and working with the external accountants to finalise these.
- Help to identify and implement efficiencies in relation to payroll, procurement invoicing and expenditure.
- Responsible for compliance with legal requirements related to financial reporting, completion of VAT returns, Gift Aid returns, submission of annual accounts and good financial governance
- Monitor, identify and escalate financial risks, for example deviation from reserves policy, funding gaps, and advise on risk management approaches.
- Promote and ensure that agreed financial policies and procedures are adhered to across the Farm e.g. cash handling and use of business expense cards.
- Provide line management for the Finance Assistant.
- As a member of the Senior Leadership Team contribute to the wider decision making of the farm.

Communications and relationships responsibilities

- Work closely with the Farm Director to ensure a high standard of financial systems and procedures are maintained at all times.
- Work closely with the Finance Trustee to gain strategic oversight and support good decision-making
- Liaise with the Farm's accountants, banks and other outside service providers as required.
- Liaise with budget holders and staff to ensure spending and recording of budget activity is carried out to a high standard.

- Present on the Farm's finances as part of the Farm's annual strategy away day
- Use visualisations where possible to promote easy interpretation of complex data

Fundraising, income generation and social enterprise responsibilities

- Produce financial reports to support grant fundraising.
- Provide financial data to support grant reporting.
- Support the creation of financial projections and budgets for the development of new business development ideas
- Support the Farm to grow and expand its trading revenue activities particularly supporting ecommerce.

Problem solving and autonomy

- Be responsive when required to resolve financial issues to support the smooth and efficient running of the Farm
- Able to investigate and resolve issues quickly and efficiently relating to all day-to-day financial issues.

Person specification

Experience	
Essential	Desirable
• Full or part Accountancy Qualification and or equivalent experience of financial management and financial accounting principles • Demonstrable working experience of strategic finance decision-making • Confidence and proficiency to learn and use new software including integrating software and understanding new technologies	• Experience of supporting the development of financial systems for charities • Experience with social enterprise growth and development • Working knowledge of SORP, and charity VAT.
Competence, Knowledge and Skills	
Essential	Desirable
• High level of communication skills, verbal and written • Ability to communicate and explain financial information and concepts effectively to both Finance and non-Finance colleagues • Excellent user of excel or similar software • Able to present data visually to a high standard • Strong organisational and planning skills	• Knowledge of city farms and how they operate • Understanding of issues faced by people living in disadvantaged communities

• Good working knowledge of a wide range of financial policies and procedures	
Personal Qualities	
• Self-motivated, able to work unsupervised, to take initiative and meet deadlines. • An ability to work as part of a small team • Highly organised, with good time management. • Resilient and adaptable to a changing working environment, and the ability to work confidently and flexibly through periods of development • A non-judgmental attitude • Commitment to the values and vision of the Farm.	