

JOB DESCRIPTION

Finance Manager Age UK Plymouth

1. SUMMARY

The Finance Manager is the lead finance role within Age UK Plymouth, responsible for ensuring the organisation maintains strong financial controls, accurate reporting and clear financial insight.

This is a hands-on role combining day-to-day financial management with the ability to look ahead, interpret financial information and support decision-making.

Working closely with the Chief Executive, the postholder will:

- Take ownership of the organisation's financial processes and records
 - Provide reliable, timely and accurate financial information
 - Anticipate financial risks and opportunities
 - Support the organisation to operate in a financially sustainable and well-managed way
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2. KEY RESPONSIBILITIES

a) Financial Management and Insight

- Produce accurate monthly management accounts with clear commentary
- Monitor financial performance and identify trends, risks and variances
- Support budgeting and forecasting, ensuring assumptions are realistic and well understood
- Provide financial insight to support planning and decision-making
- Monitor, manage and report on cashflow, including maintaining forward-looking cashflow forecasts to support planning and decision-making
- Monitor and manage cash deposits, including use of the Flagstone platform, ensuring funds are appropriately allocated and optimised

b) Financial Control and Operations

- Take ownership of day-to-day financial operations, including invoicing, payments and bank reconciliations
- Ensure all financial transactions are processed accurately and in a timely manner
- Manage accruals, prepayments and accounting adjustments
- Maintain well-organised, accurate and up-to-date financial records
- Ensure appropriate segregation of duties and adherence to internal financial controls, processes and protocols

c) Payroll

- Process payroll using BrightPay, ensuring accuracy and compliance
- Maintain payroll records and ensure all associated requirements are met
- Ensure accurate and timely submission of payroll information to HMRC, including Full Payment Submissions (FPS) and Employer Payment Summaries (EPS)
- Manage auto-enrolment pension processes, including enrolment, assessment, contributions and ongoing compliance
- Ensure all statutory payroll obligations are met, including PAYE, National Insurance and pension reporting requirements
- Maintain up-to-date knowledge of payroll legislation and ensure processes remain compliant with current requirements

d) Systems and Digital Working

- Maintain and develop the use of Xero as the organisation's accounting system
- Ensure financial processes are efficient, streamlined and paperless where possible
- Use digital tools to improve accuracy, reduce manual processes and strengthen reporting
- Identify and implement improvements to financial systems and ways of working

e) Compliance and External Reporting

- Ensure compliance with Charity Commission and Companies House requirements in regard to year end accounts submissions and returns
- Support the preparation of statutory accounts and liaise with auditors
- Ensure compliance with HMRC requirements, including PAYE reporting and Making Tax Digital (MTD) obligations where applicable
- Oversee timely and accurate submission of VAT returns (if applicable) in line with MTD requirements
- Ensure appropriate financial controls and audit trails are in place to support compliance and external scrutiny
- Maintain accurate and complete financial records to support audit and regulatory reporting requirements
- Monitor and manage restricted and unrestricted funds, ensuring appropriate use, clear reporting and compliance with funding and regulatory requirements

f) Governance and Support to CEO

- Provide clear and reliable financial information for Board reporting
- Support preparation of financial elements of the annual report
- Attend relevant meetings and contribute financial input where required

g) Working with Others

- Work closely with the Chief Executive to support organisational priorities
 - Provide clear guidance to colleagues on financial processes and expectations
 - Provide line management support to one direct report, ensuring effective day-to-day working
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3. GENERAL RESPONSIBILITIES

Staff Management

- Provide clear leadership and oversight for any direct reports, ensuring priorities are aligned and delivery is effective.
- Create a supportive and accountable environment where individuals can perform and develop, addressing issues as they arise.
- Work in partnership with HR on people-related matters, ensuring alignment with organisational policies and expectations.

Health & Safety

- Maintain oversight of health and safety and risk, ensuring compliance with relevant legislation and that appropriate safeguards are in place.
- Escalate any significant risks, incidents or safeguarding concerns in line with organisational expectations.

Finance

- Maintain appropriate oversight of financial performance, engaging with finance colleagues and contributing to review discussions as required.
- Address financial matters relating to the service, including supporting the resolution of any escalated issues.

General Responsibilities

- Operate in line with organisational policies, values and expectations.
- Contribute to organisational activity and development, including events and learning as appropriate.
- Undertake responsibilities reasonably aligned with the scope of the role.

4. PERSON SPECIFICATION

Essential

- Strong experience in a hands-on finance role, including management accounts
- Ability to interpret financial information and provide insight, not just report figures
- Experience using accounting software (ideally Xero)
- Experience processing payroll (ideally BrightPay)
- High level of accuracy and attention to detail
- Ability to manage workload independently and take ownership of the finance function
- Confidence to work with senior stakeholders and provide clear financial information

Desirable

- Experience in the charity or not-for-profit sector, or willingness to develop understanding quickly
- Experience supporting audits and statutory reporting
- Experience improving systems and using digital tools

5. ROLE CONTEXT

This is a part-time role (30 hours per week) supporting a smaller, streamlined organisation.

The role requires a practical, capable and self-sufficient finance professional who can combine day-to-day delivery with forward-looking financial awareness.

6. UNDERTAKING

I understand and accept my responsibilities and the Conditions of Service for the post of Finance Manager for Age UK Plymouth.

Signed: _____

Date: _____

Name: _____

(PLEASE PRINT)