

# CARERS SUPPORT CENTRE (CSC)

## JOB DESCRIPTION

<b>Job title:</b>	Finance Manager
<b>Responsible to:</b>	Chief Executive
<b>Responsible for:</b>	Finance Officer
<b>Hours of work:</b>	30 hours per week
<b>Salary:</b>	£38,000 to 40,000 depending on experience (FTE)
<b>Place of work:</b>	Hybrid, there is an expectation that in the first few months most of the time is spent in the Office: Carers Support Centre, Vassall Centre, Gill Avenue, Fishponds.

## Main Aims of the post

### To:

- review current finance support systems considering developments in IT making recommendations to the Senior Management Team and Board of Trustees
- ensure appropriate risk management techniques and financial controls are embedded throughout the charity at strategic and operational levels
- be responsible for the development and maintenance of procedures and systems to support the effective control and expenditure of financial resources
- support the Chief Executive, Treasurer and staff team on financial matters providing regular reports on income and expenditure including quarterly management accounts.

## Main tasks

### 1. Day-to-day finance function

#### To:

- 1.1 ensure that effective income and expenditure records are kept for the organisation.

- 1.2 maintain records of grants, donations and other funding received.
- 1.3 raise and issue invoices in line with agreed financial procedures.
- 1.4 regularly reconcile the Charity's balance sheet.
- 1.4 line manage the finance officer providing regular support, supervision and appraisal and ensure that:
  - invoices and staff / volunteer expenses are paid in a timely fashion in line with agreed financial procedures
  - banking, credit card receipts and petty cash are managed, in line with the financial controls policy.
- 1.5 oversee the payroll function, including preparation of BACS transfer data, administration of auto enrolment to the pension scheme, payment of tax and NI,
- 1.6 regularly review our Full Cost Recovery (FCR) model and fully implement all budgets on this basis.
- 1.7 liaise with the banks, auditors, pension provider and investment managers

## **2. Support for the Chief Executive and Treasurer**

### **To:**

- 2.1 maintain regular liaison with the Treasurer
- 2.2 contribute to the strategic direction of the charity
- 2.3 prepare the annual audit file and liaise with the Chief Executive and auditors as required in connection with preparation of the annual accounts.
- 2.4 prepare financial reports to the Board, the Finance Sub Committee, and external stakeholders as required.
- 2.5 lead the charities planning and budgeting processes ensuring that strong processes are in place for resource allocation and performance monitoring at all levels of the charity.
- 2.6 support the Senior Management Team and fundraising team with the preparation of financial information for funding bids and in the tendering process for contracts.

- 2.7 continually review the investment opportunities, ensuring that any cash held is earning the best interest it can for the charity at any one time.
- 2.8 ensure the organisation complies with all its legal and statutory obligations including Companies House, the Charity Commission, Gift Aid, and data protection.

### **3. General**

#### **To:**

- 3.1 ensure that all work is carried out in accordance with CSC's policies and procedures.
- 3.2 undertake any other duties commensurate with the grading of the post, as agreed with the Chief Executive.

## PERSON SPECIFICATION

<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>➤ Accounts or financial management equivalent qualification</li> </ul>	E
<p><b>Experience/Knowledge of:</b></p> <ul style="list-style-type: none"> <li>➤ Accounting systems, including; financial controls, cash-flow, balance sheets, multiple classes, returns on investments, and yearly accounts</li> <li>➤ Using a range of computerised accounting software packages (QuickBooks is the system we currently use)</li> <li>➤ Managing payroll systems through computerised accounting systems, including Inland Revenue requirements, auto enrolment to pension scheme and real time information (RTI) procedures</li> <li>➤ Line management experience including supervision and appraisal</li> <li>➤ Calculating and managing VAT returns and monitoring of VAT thresholds</li> <li>➤ Voluntary sector/not-for-profit financing and financial requirements for charities</li> <li>➤ Carers issues</li> </ul>	E E E E D D D
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>➤ Computer literacy (Office 365 and SharePoint) more specifically intermediate level in Excel spreadsheets</li> <li>➤ Good verbal and written communication skills</li> <li>➤ Ability to present complex information in a clear and understandable format</li> <li>➤ Excellent organisational, time management skills with a demonstrable ability to plan and prioritise workload, meet deadlines and respond well to challenges</li> </ul>	E E E E
<p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>➤ Ability to work on own initiative, with minimal supervision and come up with creative solutions to solving issues</li> <li>➤ Ability to work collaboratively and proactively with Senior Management, Trustee Board and as part of the wider staff team</li> <li>➤ A commitment and an ability to work in accordance with Diversity and Equal Opportunities Policies.</li> </ul>	E E E

**D – Desirable, E-Essential**