

JOB DESCRIPTION

JOB TITLE: Finance Manager

JOB PURPOSE: To oversee the finances of Age UK Cheshire East. To develop and deliver the financial strategy, financial management services and accounting systems.

ACCOUNTABLE TO: Chief Executive

RESPONSIBLE FOR: Finance Assistant, Payroll Officer

MAIN DUTIES

1. To work with the CEO and trustees to develop a sound financial strategy which will deliver the organisations aims and objectives around financial sustainability and being a going concern.
2. To provide up to date and timely financial reports, including management accounts, balance sheets, Year to date forecasts and budgets for the Senior Leadership team and the trustees.
3. To maintain accurate and legible financial systems and records for all aspects of the organisation's operations, in line with the Charity Commissioners' Statement of Recommended Practice and all company law.
4. To prepare budgets, reports and related financial information for contracting negotiations, Service Level Agreements and funding bids.
5. To play an active part in the Senior Leadership Team, helping to make decisions about the day to day running of the organisation and being a role model and support to other staff and volunteers.
6. To monitor and control the organisation's ledgers and cash book. Monthly reconciliation of ledgers and cash book.
7. To be responsible for the production of the year-end accounts and to work with the external auditors in the preparation and compilation of the final audited accounts.
8. To oversee the payroll system and records including payment of HMRC PAYE deductions, pension and health insurance contributions and to manage the Payroll Officer.
9. To manage the organisation's bank accounts and be responsible for the security of cash.
10. To maintain a fixed asset register.
11. To ensure completion and payments of VAT returns.

12. To manage and maintain the gift aid system, monitor values, produce letters, submit gift aid returns and deal with donor queries.
13. To assist the Leadership Team to identify sources of funding and market opportunities and to raise income.
14. To manage the Finance Assistant and ensure that all their responsibilities are carried out effectively and compliantly.
15. To participate in Age UK Cheshire East's promotional, social and fundraising events.
16. To ensure correct systems of control are maintained in line with Age UK Cheshire East's financial management policy and procedures.
17. To comply with the Data Protection Act in relation to personal data held.
18. To act at all times in accordance with the policies and procedures of Age UK Cheshire East.
19. Such other duties which may be required which are commensurate with the post.

This job description will be reviewed from time to time and may be updated depending on the changing needs of the organisation.

November 2023