



Job Description Finance Manager

Area: Worcestershire

Location: The Basement Project, Hanover House, 1, Hanover Street, Bromsgrove, Worcestershire B61 7JH

Grade: Based on our current pay rates and post holder's experience.

Hours: Contracted hours are 16 hours per week

Aim of the Post: To manage the day to day finances of the Basement Project

Responsible to: The Chief Executive Officer

Reporting to: The Chief Executive Officer

Duties of the Finance Manager

1. To work with the Chief Executive Officer to develop the organisation's financial management and systems.
2. To manage the day to day financial administration which will include raising and paying invoices, banking donations, petty cash and filing.
3. To be responsible for the management of Sage, inputting and correctly coding.
4. To manage to organisation's bank account and fixed term deposits.
5. To manage the funding pots that the organisation receives and ensure that the records pertaining to these are available to staff members and funders.
6. To input into the process of budgeting, cashflow, management accounts, restricted and unrestricted funding and reserve calculations.
7. To produce monthly financial reports and relevant paperwork to present to the finance committee.

North Worcestershire Basement Projects Ltd. Registered Charity 1106209. Company Number 62753660.

8. To lead the annual audit and charity commission and companies house reporting for the organisation.
9. To input into creating budgets for relevant funding bids.
10. To manage the relationship with the organisation's accountant including payroll and staffing changes.
11. To maintain personal and professional development to meet the changing demands of the post.

The duties of the post holder must be carried out in a manner that promotes equality of opportunity; dignity and respect for all colleagues and service users and is consistent with the organisation's equality and diversity policy.

Person Specification criteria

Knowledge and Experience (E=Essential D=Desirable)

- Experience of book keeping or accountancy in a working role (E)
- Experience of using Sage and Excel (E)
- Experience of managing charity finance (D)

Qualifications and Education

- Professional book keeping qualifications (AAT Level 2 or above) (E)

Skills and Abilities

- Delivers high quality work with minimal supervision and direction (E)
- Excellent attention to detail (E)
- Ability to plan and deliver administrative systems (E)
- Competency with MS Office (E)
- Ability to plan and prioritise work effectively allowing flexibility that is necessary in a small organisation. (E)
- Communicate positively with external stakeholders and supporters (E)
- Capacity to deal with complex issues and is good at problem solving (D)

Accountability

- Financial compliance, ensuring compliance with laws and procedures both internally and externally.
- Financial operations, monitoring all operations such as cash flow, invoicing and reconciliation of accounts.
- Financial reporting: Creating financial reports and presenting them to managers and trustees.
- Financial planning: Developing long-term financial goals and plans, and managing budgets.
- Financial risk: Developing mechanisms to minimize financial risk, and identifying cost-reduction opportunities.

Behaviours

- Takes pride in The Basement Project and promotes its values and mission in all interactions with external stakeholders.

North Worcestershire Basement Projects Ltd. Registered Charity 1106209. Company Number 62753660.

- Demonstrates commitment to equality, diversity and inclusion in all aspects of role at all times.
- Contributes to an open and honest culture
- Encourages challenge and creativity, transparency and consistency.
- Leads by example.
- Promotes cross functional team working, sharing skills and knowledge
- Communicates clearly, seeking clarity when unclear.
- Valuing the opinion of others, treating colleagues and other stakeholders with respect.
- Takes pride in own development, committed to achieving high standards and agreed objectives.

Signed (post-holder).....

Date.....

Signed (Chief Executive Officer)

Date