

Job Description

Job title: Finance Manager

Reports to: Director of Finance

Role purpose

To manage and undertake all day to day book keeping tasks in the finance department, ensuring that accurate and complete accounting records are kept, and that financial processes are adhered to.

Main responsibilities

Income

- Post all income streams to the nominal ledger
- Download supporting records from all payment platforms (JustGiving, Stripe, etc), and reconcile to receipts
- Liaise with fundraising staff to identify other bank receipts
- Raise sales invoices as required
- Maintain credit control over the very small sales ledger
- Reconcile fundraising CRM software with accounting software

Expenditure

- Process purchase orders and purchase invoices, ensuring compliance with authorisation procedures
- Process grant awards, ensuring compliance with authorisation procedures
- Reconcile supplier statements
- Generate suggested payment runs
- Maintain purchase ledger and resolve supplier queries
- Process staff expenses
- Process prepayment card and credit card expenses

Bank

- Perform bank reconciliation
- Manage the process for onsite storage of cash and cheques, their transfer to the NHS Trust cashiers office, and the recording of cash and cheques

Record keeping

- Ensure that records are properly maintained in electronic format to comply with statutory, financial and GDPR regulations
- Support end-of-year preparation to ensure compliance with statutory reporting and thorough, accurate record-keeping
- Assist in gathering documentation for audits, ensuring necessary information is organised and available
- Work with FD to ensure that the necessary accounting processes and reporting systems are in place

Other

- Reconcile control accounts at month end
- Post regular journals as required
- Produce ad-hoc reports as required
- Complete government and other surveys as required
- Represent the Charity in all dealings with internal and external stakeholders in a professional and efficient manner.
- Champion our code of behaviour and act as a role model, ensuring that our safeguarding and other key policies and procedures are adhered to at all times so as to protect the people we work with and our reputation.
- Perform other duties as reasonably required in line with the nature of the role.

Person specification

Knowledge and experience

- Qualified or part-qualified in an accounting qualification
- Experience of maintaining book-keeping records for an entire organisation
- Experience of working with accounting software (Xero is used by the charity)
- Experience of working independently
- Some experience working within a charitable or health-based organisation would be useful but not essential.

Skills, abilities, and behaviours

- A drive for accuracy
- A drive for adherence to processes
- Exceptional attention to detail
- Excellent problem solving skills
- Good communication skills – liaison with other charity staff will be essential
- Good IT skills, including database work and at least intermediate Excel
- Good written communication skills
- Commitment to team-working and respect and consideration for the skills of others