



Job description

Job title:	Finance Manager
Job type:	Permanent, 35 hours per week (Full-time)
Responsible to:	Chief Executive
Location:	Hybrid, minimum 3 days in central office
Salary:	£44,000 per annum

Job purpose:

The Finance Manager is responsible for the day to day accounting of the charity and ensures that the charity meets its legal obligations. It is their responsibility to manage all accounting activities, including bank reconciliations, bank transactions, accounts payable and accounts receivable.

The Finance manager plays a pivotal role in overseeing the finances of the charity, preparing financial reports, management accounts and quarterly forecasts for key stakeholders including the Board of Trustees, Senior Management team, budget holders and auditors. It is also the responsibility of the finance manager to prepare the annual accounts and co-ordinate the annual audit.

The Finance Manager works with departments across the charity to prepare and produce an annual budget and works closely with key stakeholders to analyse income and expenditure to support informed decision making.

About Huntington's disease and our work:

The Huntington's Disease Association is the only organisation across England and Wales offering support to people affected by Huntington's disease. Huntington's disease is a life-limiting, genetic disorder that causes the breakdown of nerve cells in the brain. This leads to symptoms affecting three main areas, movement, behaviour and cognition.

The Huntington's Disease Association was established in 1971 as a specialist service to help people and families seriously affected by Huntington's disease. We raise awareness of Huntington's disease across the general public and allied health and social care

professionals. We offer practical advice and support, training to health and social care professionals and fund research into the disease. We want a better life for anyone affected by Huntington's disease.

Main duties:

1. Work with Heads of Department and trustees to produce annual budgets and monitor income and expenditure.
2. Prepare quarterly management reports, including cash flow projection, and support key stakeholders, including Heads of Department, Trustees and budget holders, to monitor and understand budget variances.
3. Develop a cost centre system for the organisation to better segment and monitor income and expenditure
4. Ensure financial information is up to date and available, such as bank statements, cash flow position and reserves levels
5. Work with departments to produce budgets for grants and reports on spending against grants received.
6. Ensure that invoicing is carried out in a timely manner for grants from ICS/ICBs.
7. Work with budget holders to identify areas to make budget bids and cost savings.
8. Work with departments to produce return on investment information for funders.
9. Provide regular financial and management information and advice to our branch and support group network and keep the volunteer manager fully informed.
10. Prepare statutory year end accounts, including summary accounts for funders.
11. Coordinate the annual audit, acting as key contact for auditors.
12. Develop financial policy and procedures, ensuring legal requirements and good practice are observed and adhered to.
13. Timely review of the processing of Gift Aid claims using the Donorfy, and work with the Fundraising team and data manager to ensure all other Gift Aid is submitted and recorded accurate.
14. Manage the charity's accounting and payment processing software systems, including Xero, stripe and GoCardless.
15. Input purchase invoices onto Xero.
16. Prepare weekly sheet of Bank Receipts.
17. Reconcile bank accounts weekly, matching transactions from supporter database, Donorfy, against bank transactions.
18. Reconcile credit card statement on a monthly basis.

19. Prepare payroll journal for input into Xero and pay monthly payroll
20. Pay suppliers through online banking.
21. Track restricted funding, monitoring income and expenditure and preparing relevant reports

Other duties

1. Attend and contribute to team and charity-wide meetings.
2. Be familiar with and adhere to relevant legislation.
3. Work collaboratively with colleagues from other teams across the organisation.
4. Understand our obligations under the Data Protection Act and Fundraising Codes of Practice about data management and ensure the Huntington's Disease Association acts in accordance with legislation.
5. Respect the confidentiality of all information obtained whilst working for the Huntington's Disease Association.
6. Work in a manner that facilitates inclusion, particularly of people affected by Huntington's disease.
7. Carry out other tasks as directed by your line manager.

General:

All applicants must be able to demonstrate the right to work in the UK.

The post will be subject to a three-month probationary period.

Full details of how we securely handle the data you provide to us as part of the recruitment process can be found in our privacy notice for job applicants on our website - www.hda.org.uk/privacy-policy

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Out of pocket expenses including travel and mileage allowances will be paid on receipt of appropriate claim forms and invoices/receipts. There will be an expectation that the post holder will work some evenings and weekends. There may be occasional overnight stays. Time will normally be taken back in lieu of hours worked.

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore not entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act.

Any failure to disclose such convictions could result in dismissal or disciplinary action by the Huntington's Disease Association. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

The successful applicant will be required to complete an online enhanced DBS (Disclosure and Barring Service) application prior to joining the Huntington's Disease Association. This will be completed at the expense of the charity.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote improvements where necessary.

The post holder will be expected to undertake training and retraining throughout employment in this post and will be expected to discuss and identify their training goals, with their line manager, to develop their knowledge base and ability in their role.

Personal specification

Job title: Finance Manager

Organisation: Huntington's Disease Association

Date prepared: January 2024

	Essential or Desirable	How identified
Qualifications		
Qualified management accountant with one of the accounting bodies	E	Application and interview
Experience		
Proven work experience as a Finance Manager or similar role	E	Application and interview
Experience of delivering high quality, integrated policy and public affairs strategies.		
Experience using financial software	E	Application and interview
Knowledge and skills		
Solid knowledge of financial and accounting procedures	E	Application and interview
Knowledge of financial regulations	E	Application and interview
Advanced MS Excel skills	E	Application and interview
Excellent analytical and numerical skills	E	Application and interview
Working knowledge of Charities Statement of Recommended Practice (SORP)	E	Application and interview
Working knowledge of good governance and compliance, ideally in the charity sector	E	Application and interview

Knowledge of relevant legal and regulatory frameworks (charity, financial, accounting)	E	Application and interview
Strong ethics, with an ability to manage confidential data	E	Application and interview
Excellent organisational skills	E	Application and interview
Able to handle time-sensitive tasks	E	Application and interview
Able to interpret financial information and effectively communicate it to staff without a financial background.	E	Application and interview