



Job Description

Finance Manager

Location:	Hemel Hempstead (free parking available)
Responsible to:	CEO
Responsible for:	Financial function/Health and Safety
Key relationships:	CEO, Board of Trustees, Head of Family Service, Head of Fundraising
Hours:	3 days pw -Tuesdays and Wednesdays in office
Salary:	£35 – 40k pro rata

Job Purpose

The Finance Manager plays a pivotal role as a key advisor to the CEO, Finance Committee, and Board of Trustees, providing professional insights into financial matters. This role also involves overseeing the Health and Safety function, providing oversight and managing compliance. The incumbent will be responsible for delivering on the Finance Strategy while ensuring alignment with the organisation's Vision, Mission, and Values.

Main Responsibilities

Finance

- Produce timely, detailed, and accurate records of financial results and quarterly forecasts to enhance efficiency, reduce costs, and maximise funds
- Work collaboratively with colleagues to produce an Annual Budget, monthly management information, and manage variances
- Provide financial leadership and oversight of all financial operations, potentially engaging volunteers or finance trainees to assist with hands-on financial transactions
- Manage payroll alongside CEO
- Maintain an appropriate level of financial reserves in accordance with Playskill's reserves policy
- Maintain asset register

- Maintain Financial Authorities Policy and responsibility for ensuring the Charity works within this
- Ensure Playskill's current/savings accounts are fit for purpose, funds fall within FSCS guidelines and recommendations made for change happen in timely fashion
- Ensure all financial activities and reporting comply with the delegated table of financial authorities and financial regulations, including charity SORP
- Manage audit compliance and the year-end audit process alongside Finance Trustee, providing necessary information to external auditors
- Complete statutory returns for Charities Commission and Companies House
- Support the preparation/reporting of bids and tenders, presenting direct/indirect costs attractively to funders and ensuring full cost recovery techniques are applied
- Report monthly management budgets to the Board of Trustees/CEO, attend relevant section of trustee meetings and provide ad hoc financial information to the Board/Finance Trustee on request
- Be an active member of the Senior Management Team (SMT) providing insight into the financial/health and safety aspects of the Charity's operation
- Review and submit HMRC returns including Gift Aid as necessary

Health and Safety

- Act as named Health and Safety Representative for the organisation – training will be provided
- Working with CEO/Board of Trustees to ensure Playskill remains compliant and all relevant policies are adhered to, reviewed and updated regularly
- Work with the Health and Safety Officer (groups) to ensure appropriate risk assessments in place and mitigating factors implemented where necessary

General

- Act as main liaison with outsourced IT function including purchase of hardware/software as necessary

Finance Manager - Person Specification

Skills/Experience	Essential	Desirable
Qualification/education	Part qualified ACCA, CIMA, ACA, AAT qualified or Accountancy body qualified and relevant experience	
Experience	<p>At least 2 years' experience within a financial leadership role</p> <p>Experience of Charity financial and management accounting experience</p> <p>Experience of managing payroll for a staff team of commensurate size and complexity</p> <p>Proficient with Xero accounting package</p> <p>Experience of managing different payment platforms including but not limited to CAF, Justgiving, Facebook and Stripe</p> <p>Experience of processing Gift Aid claims</p>	Relevant VAT knowledge and experience
Knowledge and skills	<p>Be an excellent communicator, (verbal and written), able to present complicated financial information to a non-finance audience</p> <p>Relevant knowledge of SORPs related to charity work</p>	Familiarity with use of databases and their integration with financial systems

	<p>An understanding of Governance and working with the structure of a charity and its board of trustees</p> <p>Experience of using Microsoft Office 365 particularly Excel</p> <p>Be committed to collaborative team working</p>	
Other	<p>Ability to work flexibly as per JD and to fit in with the changing needs of the organisation including attending evening Board of Trustee meetings every quarter</p> <p>Ability to maintain confidentiality and understanding of sensitive nature of core work</p> <p>Empathy and understanding of lived experience of parents of children with disabilities and how the impact on their day to day life</p>	