

<b>Title</b>	<b>Finance Manager</b>
<b>Purpose of Job</b>	<p>As the Finance Manager, you will work with the Senior Leadership Team (SLT) and Trustees to ensure the charity's finances are being utilised as intended and in line with the charity mission.</p> <p>While the role will include;</p> <ul style="list-style-type: none"> <li>• overseeing the day to day financial activities performed by the Finance Assistant who will report directly to you and;</li> <li>• ensuring accuracy of the monthly reconciliations</li> </ul> <p>the position will also play an important role in developing new finance processes and controls for the business, in addition to working strategically across all teams.</p> <p>This job description may be updated upon completion of an initial three-month review of the charity by the successful candidate.</p>
<b>Working Requirements</b>	<p>Following a successful induction and probationary period this will be a hybrid role working 22.5 hours per week with flexibility to work between the hours of 8am and 6pm Monday to Friday and of which 7.5 hours per week must be worked in the office.</p> <p>£38k per annum FTE</p>
<b>Responsible to</b>	<p>The Finance Manager reports directly to the CEO and Treasurer, provides reports to fellow SLT members and may be required to attend Trustee meetings to report on finance and to answer any queries from Trustees.</p>
<b>Specific Duties</b>	<p><b>Financial Management</b></p> <p>Manage the day to day accounting function including:</p> <ul style="list-style-type: none"> <li>• dealing with internal and external stakeholder queries.</li> <li>• ensuring that month end activities are effectively processed on time.</li> <li>• prepare any Gift Aid submissions in line with statutory deadlines and requirements.</li> <li>• maintain appropriate secure banking and payment facilities, including reviewing and updating the bank signatories as required and managing internet banking and other online platforms.</li> <li>• ensuring that fraud prevention procedures are in place and the opportunity for financial loss is minimised.</li> <li>• to liaise with financial institutions, investment managers, financial auditors, HMRC, and other specialist advisers and charity professionals.</li> </ul>



## **Financial Reporting**

- Prepare accurate monthly, quarterly, and annual financial statements, ensuring compliance with accounting standards and company policies.
- Prepare and present monthly management reports with detailed variance analysis for the Board of Trustees and the wider SLT.
- Work with the designated charity accountants to prepare the audited annual accounts.

## **Budgeting & Forecasting**

- Develop and manage the charity's annual budget, including tracking expenses and income, forecasting financial performance, and providing recommendations for cost optimisation.
- Collaborating with the SLT to create annual financial forecasts and departmental expenditure budgets.

## **Cash Flow Management**

- Oversee the management of cash flow and working capital, in line with company policies, ensuring the charity has adequate cash and reserve funds to meet its obligations.

## **Financial Analysis**

- Conduct regular and detailed financial analysis to support decision-making, highlighting key trends, opportunities, and risks.
- Identify, implement and monitor cost saving strategies.

## **Internal Controls**

- Implement and maintain effective internal controls to safeguard charity assets, prevent fraud, and ensure financial accuracy.

## **Compliance**

- Ensure compliance with tax laws, accounting regulations, and industry standards; coordinate with auditors for timely completion of the year-end audits.

## **Strategic Input**

- Collaborate with the extended SLT to develop strategies, contributing financial insights and recommendations to drive growth.

## **Other**

- Keep up-to-date with financial developments across the charity sector and ensure awareness is shared with the SLT and finance team.

	<ul style="list-style-type: none"> <li>• Ensure the finance risks within the risk register are up to date at all times.</li> <li>• Provide support for special projects and ad hoc reporting requests as needed.</li> </ul>
<b>Qualifications</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Qualified accountant with a recognised accountancy body or working towards the final stages.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• ACA, ACCA or CIMA qualified</li> </ul>
<b>Skills/Knowledge &amp; Experience</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• solid knowledge of financial and accounting procedures and control processes</li> <li>• Excellent problem solving and analytical skills</li> <li>• High level of computer literacy and comfortable using multiple databases</li> <li>• Advanced excel skills, including importing and manipulating data</li> <li>• Exceptional attention to detail</li> <li>• Working knowledge of accounting software, ideally Sage or Zero</li> <li>• Ability to record information in a concise, accurate and legible manner</li> <li>• Well-practiced communication skills (verbal and non-verbal) at all levels and to all stakeholders</li> <li>• Ability to work under pressure and meet targets and deadlines.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Experience of reporting in a charity setting</li> <li>• knowledge of Charity Commission regulations</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Willingness to take on responsibility and work on own initiative</li> <li>• A positive, can-do attitude, with a flexible approach to changing priorities</li> <li>• Confident and approachable, willing to help and support others</li> <li>• Ability to manage time, plan workload effectively, be self-motivated and meet deadlines</li> </ul>