

Finance Manager



Centre for ADHD & Autism Support

2nd Floor, Television House, 269 Field End Road, Eastcote, HA4 9XA

Registered Charity Number 1080795

Job Description

Job Title:	Finance Manager
Terms:	21hrs – 28hrs per week Permanent Flexible hours: evening and weekend work may be required, and the hours may differ each week, depending on the activity that is being undertaken. Reduced hours are available over school holidays
Salary:	c. £41,000 FTE (based on a 35hr per week full time)
Accountability:	Reports to the Finance Director
Location:	Offices based at Television House, 269 Field End Road, Eastcote, HA4 9XA, with some potential for home working.

Job Summary

CAAS provide an ADHD and Autism Support Service for the 8 boroughs of NW London, from our base in Eastcote, with a team of Support Workers. Our work includes offering information, advice, and support to ADHD / autistic people, their families, and professionals in NW London, with the aim of improving quality of life and developing neurodiverse-aware communities. Some of the support is offered through one2one meetings, some of the support is provided through groups and courses which aim to increase understanding and awareness, and provide opportunities for peer support, and some of the support is offered through training and workshops to educate professionals and drive for accommodations to be made to services to allow greater access for our client group.

As Finance Manager you will report to and work closely with the Finance Director and have responsibility for the operational delivery of the finance, resource, monitoring, HR and contracting work streams within the charity. The role sits within the management group at CAAS, alongside the Youth, Adult and Family Service managers and the Client Programmes Director and manages the Finance and Monitoring Assistant and the Office Assistant.

The Finance Manager plays a crucial role in ensuring the infrastructure and operational delivery at the charity are effective for the more than 30 staff we employ, and the more than 11,000 instances of support we provide each year. Therefore, we are looking for a capable, calm, self-motivated, organised and hard-working accountant who is looking to move into a senior finance role, from any commercial, statutory or charitable background.

The role requires strong organisation skills, excellent communication skills, experience of management accounting and reporting, and an understanding of HR and payroll operations. You will ideally have some line management or project management experience to draw on in this role. Ultimately you will have the drive to ensure that everyone who works for us, and everyone who seeks support from us, has the best possible experience.

There is no requirement for any experience of, or understanding of ADHD / autistic individuals, as we will provide training on the conditions. A genuine acceptance of diversity and a keenness to make an impact are essential.

Key Responsibilities

Financial Planning, Management and Reporting

- Prepare accurate, timely and well controlled and documented monthly and quarterly accounts. Share the outcomes of your reviews with the Finance Director, and ensure the accounts are reported in an meaningful way.
- Support in the preparation of Trustee reporting
- Support in the preparation and audit of the annual statutory accounts.
- Support with the annual budget and periodic reforecast processes to ensure the timely and appropriate provision of information to facilitate necessary adjustments to operational activity and appropriate decision making around cash investments.
- Ensure processes and procedures are carried out on a timely and effective basis to ensure financial policies and procedures are adhered to, and any control weaknesses mitigated and improvement plans in place
- Maintain records to ensure accurate restricted and unrestricted fund allocation.
- Be accountable for operating effective controls and oversight regarding contracts with freelancers, volunteers or other suppliers
- Deliver all day-to-day finance and cash management operations, scheduling, tracking and fulfilling invoices and payments, providing accurate bookkeeping, approving payment runs and reconciled balance sheets, detailed records re credit card and other payment platforms, and generally work to use and improve the financial systems in place to ensure the charity's overall stability and sustainability.
- Review and update funder schedule allocations, ensuring invoices raised on time and costs allocated correctly.
- Review and approve Customer and Supplier invoices, review of month end information from finance team. Creation and posting of month end journals, reviewing the month end accounts to budget and analysing any discrepancies.
- Supporting the Finance Director and CEO on adhoc reports or analysis
- As a member of the management group participate in cross team working meetings and management meetings, and build relationships with the other members of the management group such that you become an integral support resource to them as they deliver for our clients.

Resource & IT Management

- Hold responsibility for arranging and maintaining the charity IT and phone hardware and software
- Act as first line IT support for charity staff
- Hold the relationship with the external IT provider and liaise to ensure appropriate on and off boarding and security arrangements.
- Manage our internal personnel and H&S support programmes, such as our EAP provider, our training providers and our office maintenance systems.
- Maintain the charity asset register, and complete the necessary operational tasks to ensure the charity is appropriately resourced to provide effective infrastructure backdrop for our staff.

Monitoring Management, Reporting and Impact Evaluation

- Carry out the necessary regular reviews and support so that our CRM records are complete and accurate in respect of work performed, and prepare and distribute monthly, quarterly and annual monitoring reports internally.
- Prepare monitoring reports for funders on quarterly basis as and when required

- Ensure best practice in monitoring collection and evaluation, including managing GDPR processes, creating appropriate forms, and communicating deadlines and requirements to all staff.
- Operate as the internal first line of support for our CRM system and consequent monitoring reporting tools, to ensure they are accurate, regularly reviewed and procedures documented and continuously improved.
- Prepare impact and distance travelled statistics for our external communications, to support our fundraising efforts.

HR and Payroll Operations

- Deliver on the necessary onboarding and offboarding processes for staff, including complying with our safer recruitment requirements, creating contracts and contract variation letters, supporting staff with timesheets and other records of work, carrying out pension operations and supporting with interview arrangements.
- Carry out the delivery of the monthly payroll process, including preparation and review of the payroll files, carrying out calculations around overtime pay etc, providing an accurate and well controlled process, and enabling payments to be made on the pay date each month. Processing the payroll journals on a monthly basis

Other Responsibilities

- Management of two staff
- To carry out other tasks appropriate to the post and as agreed with the CEO.
- To actively participate in and undertake training and development of self and others.

Please note job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.

Person Specification - Essential

- **Fully qualified accountant:** eg ACA, ACCA, CIMA, with proven financial management knowledge and experience
- **Strong business acumen:** with the ability to analyse and drive the performance of commercial, operational and income generation functions
- **Excellent Organisational and Leadership Skills:** Ability to manage multiple tasks simultaneously with high attention to detail, crucial for handling a demanding workload and managing a busy team
- **Communication Skills:** Excellent written and verbal communication skills, capable of representing the organisation effectively both internally and externally, at all levels including developing a close relationship with the management group, preparing reports for the SLT, communicating financial and monitoring information to staff and offering insights to the finance and admin team.
- **Tech Proficiency:** Skilled in using computer software such as CRM systems, Finance systems, Microsoft Office Suite and Phone Management Systems as well as be able to manage IT onboarding and admin requirements around computer hardware
- **Adaptability and Probity:** Capable of adjusting to changing priorities and managing a variety of tasks efficiently. High level of personal integrity and commitment to 'doing the right thing'.
- **Interpersonal Skills:** Warm and welcoming demeanour, capable of active listening and using neuro-affirmative language to support inclusive communication.

Person Specification - Desirable

- **Natural Leader:** experience of working as a team leader, with responsibility for more junior staff, or for managing complex projects
- **Knowledge of Charity accounting:** previous experience of working in a charity, or with restricted income streams or under FRS102
- **Training in GDPR and Data Protection:** Formal training or certification in data protection and GDPR.
- **Flexibility:** Willingness to work flexible hours if required to meet organisational needs.
- **Commitment to Continuous Learning:** Demonstrated interest in personal and professional development, particularly in areas relevant to the role.

Equal Opportunities

CAAS recognises the positive value of diversity, promotes equity and challenges discrimination. We welcome and encourage job applications from people of all backgrounds, including applications from Black, Asian and Ethnic Minority communities, people who identify as having a disability, and LGB+, Trans and non-binary candidates.

We also recognise the value of flexible working, so will consider different types of flexibility (such as term time, annualised or compressed hours, and a minimum requirement of 60% working in the office for all staff), as well as the possibility of offering the role on a job share basis.

CAAS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS disclosure.