



Recruitment Pack – Finance Manager

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| Job title: | Finance Manager |
| Responsible to: | CEO |
| Responsible for: | Finance Administration Assistant |
| Hours of Work: | 35 hours |
| Location: | Leeds (min 1 day/week in Leeds), some home-based work preferable |
| Salary and: | £38,000 - £45,000 depending on qualifications and experience |
| Staff Benefits | <ul style="list-style-type: none"> • 27 Days annual Leave • Paid monthly External Supervision • 4% contributing pension • Employee Assistance Program |

The Job

This role will support 2 organisations (Basis Yorkshire and Women's Counselling and Therapy) at management level to work with the CEOs and senior management teams to ensure that their goals are achieved through effective finance practices. The role will lead on financial management and direction of the organisational budgets, ensuring contract requirements for finance and performance reports are met, whilst ensuring regular updates are provided to effectively manage project budgets and expenses and offer insights into financial risks for the organisations while setting out key procedures to mitigate these and ensuring controls are set and adhered to. The role will support the CEOs and Boards of Trustees in providing robust financial management systems and playing a key role in the fundraising strategy (alongside the CEOs, Business Development Manager, and other relevant roles). The role will be integral to the annual audit process and feed into the organisations' strategic vision.

Job Description

1. Delivery

- Work with the management teams to ensure the timely development and monitoring of the organisational, specific program budgets and cashflow and advising the CEOs of any risks, exceptions or remedial actions on a monthly basis
- To manage and check the weekly BACS run and take overall responsibility for the management of the bank account ensuring all controls are observed to minimize the risk of fraud
- To oversee the production of regular and ad-hoc invoices and support the monitoring of the debtor position
- Produce quarterly management accounts, updated forecasts and annual draft statutory accounts including liaison with external auditors
- Ensure capital expenditure is recorded appropriately including maintenance of the Fixed Asset Register
- Provide advice and implement efficient and effective operational processes and financial systems, suggesting improvements or alternatives as needed while ensuring adherence to current legislation and good financial practice
- Support the long-term financial viability of both organisation including advising on the financial consequences of proposed actions
- Provide advice to Finance Working Group and other relevant governance working groups on appropriate investment policy and manage surplus funds accordingly, ensuring best value from interest as well as ensuring the organisation has sufficient liquidity
- Produce finance reports for projects for internal use, and for preparation of grant applications and reports for funders.
- Completion and submission of legal and financial documents in compliance with the legal responsibilities of the organisations.

2. Management of relationships including line management

- Liaise with providers of financial services, accountants and the bank and other key financial partners
- Line management of the Financial Administrators and other relevant support roles including ensuring they receive regular support and supervision and have access to training and development opportunities in line with policies and procedures
- Maintain a positive relationship with the Treasurers and contribute to quarterly Finance Working Group and/or other relevant working groups and Board meetings
- Maintain team meetings and organisational priorities, strategic goals and performance targets
- Actively engage in regular internal and external supervision to support professional development and reflective practice.

3. General Responsibilities

- Be flexible within the broad remit of the post
- Ensure that finance and resources are used effectively and within budget
- Work collaboratively on projects and priorities with your line managers which may vary from time to time
- Be proactive in keeping up to date with and generating development relating to your work (including policy updates)
- Abide by organisational policies and practices, and our values

- Support diversity and equality of opportunity in the workplace
- Ensure that effective safeguarding procedures are in place and are acted upon



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| Person Specifications | Essential | Desirable | Where Evidenced? |
|---|-----------|-----------|--------------------------------------|
| EXPERIENCE | | | |
| Experience of wide range of financial/finance-based work activities including financial planning | X | | Application, Interview and Reference |
| Experience of managing all basic accounting functions including establishing and maintaining financial recording systems | X | | Application, Interview and Reference |
| Experience of using accounting software | X | | Application and Interview |
| Experience of using Expenses Plus | | X | Application and Interview |
| Experience of working in the charitable sector | X | | Application and Interview |
| Experience of fundraising | | X | Application and Interview |
| SKILLS AND ABILITIES | | | |
| Ability to manage complex data -sets, process information gathered and produce clear logical, concise reports | X | | Application, Interview and Reference |
| Excellent management, systems and operational skills | X | | Interview |
| Ability to plan and manage a busy workload to meet deadlines without compromising accuracy | X | | Interview |
| High standard of written and verbal communication skills using a variety of media to community clearly and effectively with a wide range of stakeholders, including colleagues and others in the charity sector, LA and the NHS | X | | Interview |
| Ability to work flexibly in a solution focused and effective way both on own initiative and part of team | X | | Interview |
| KNOWLEDGE | | | |
| Advanced knowledge and skills in the use of IT, database and Microsoft Office applications particularly Excel and strong data manipulations | X | | Application |

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| Knowledge of professional guidance relating to Charity finance and SORP Regulations | X | | Application and Interview |
| Knowledge of the women's sector and the counselling field | | X | Interview |
| EDUCATION, TRAINING AND QUALIFICATIONS | | | |
| Professional Accountancy qualification (ACA, ACCA or CIMA) or working towards one | X | | Application and Reference |
| PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS | | | |
| Strong commitment to collaborative team working | X | | Interview |
| Commitment to be office-based (minimum weekly) as well as ability to work at home where needed | X | | Interview |
| Understanding of and commitment to equality, valuing diversity and anti-discriminatory practice. Cultural awareness and sensitivity and commitment to challenge opportunities | X | | Interview |
| Eye for detail and desire to be precise and accurate | X | | Application and Reference |

