

Job Title:	Finance Manager
Reporting to:	Director of Operations
Direct reports:	Finance Assistants x 2
Contract type:	Fixed term (11 months) 28 or 35 hours a week.
Pay:	£40,000 (or FTE if doing 28 hours a week)

Primary purpose of the role: Management of financial elements of the group's business and including operational budgeting, forecasting, accounting and cash management, reporting, and financial management at conferences.

Key responsibilities – *Note the following list is not exhaustive and percentages are indicative only.*

Oversight of accounting and cash management

Most of the detailed work in this section is undertaken by the direct reports with the oversight and management being provided by this Finance Manager role

- Appropriate recording, processing, coding, posting of all financial transactions – including but not limited to bank receipts and payments, accounts payable, accounts receivable, conference fee income, invoicing, journal entries.
- Regular timely bank reconciliations.
- Invoicing and credit control
- Chart of accounts structure and department codes
- Gift Aid claims
- VAT returns
- Foreign Speaker returns to HMRC
- Regular reconciliation of balance sheet accounts
- Manage the cash needed by the business, investing excess cash to maximise returns
- Manage fixed assets and related accounting
- Oversight, monitoring and management of key financials within our online event booking system including reconciliation of income recorded on the database to that actually received, with a target of reconciliation within 2 weeks of each month end.

HR Administration and Payroll

- Payroll - administration of and preparation of the payroll (Brightpay), including submissions in respect of HMRC and pensions.
- Management of staff holiday and sickness records
- Support of HR queries

Preparation of budgets and forecasts

- Management and preparation of the annual budget – including for example income (conference fees, product sales, advertising, onsite cafes), running costs (event production costs, team activity costs, honoraria) centralised costs (staff, overheads), departmental budgets (networking, marketing), capital and restricted funds etc.

- Update of forecasts as required with a target of quarterly reporting to Section Head budget managers and Director of Operations.

Reporting

- Management accounts/management information/data for regular quarterly report data as required including reporting on conference and product performance.
- Prepare year end accounts ready for review by Head of Finance.
- Reporting as required to review spending with department heads.

Management of the finance team

- Quarterly Reviews
- Day-to-day support

Oversight of financial management at conferences

- Systems with appropriate controls for the money arrangements at the gates, cafes sales and customer services (for eg Day tickets, programmes, coffee etc)
- Conference collections – counting, processing (Credit cards & Gift Aid), recording & banking
- Preparation of honoraria payments systems.
- Liaison with team leaders about their budgets
- Manage day to day requirements in the office on site
- Conference petty cash
- Oversee day to day requirements in the office on site
- Daily takings (cash & credit cards) – counting, reconciling, recording and banking

Other

- Work well with all members of the wider staff team
- Attend and sometimes lead at staff prayers and other staff meetings.
- Responding to queries from Trustees, Operational Director and budget managers as required.
- Applicants for a job with New Wine will need to demonstrate that they have the necessary skills, experience and attributes relevant to this advertised vacancy. All applicants should be committed to New Wine's mission and values.

	Essential	Desirable
Attributes	<ul style="list-style-type: none"> • Planning & organising • Problem solving & decision making • Proactive • Quality– high standards and controls • Team player • Task focus • Motivated to deliver results • Ability to positively influence and persuade others 	
Skills	<ul style="list-style-type: none"> • CCAB qualified accountant (or experience) • Experience of the Charitable sector • Experience of using Sage or similar accounting software • Good at managing relationships inside and outside of the team • Good verbal communication skills • Able to manage own time, prioritise work and meet deadlines • Planning and decision-making skills • Able to use own initiative 	<ul style="list-style-type: none"> • Experience in the commercial sector. • Significant and up to date VAT knowledge and experience.
Knowledge	<ul style="list-style-type: none"> • An understanding and commitment to the vision and values of New Wine • Computer literacy – excellent working knowledge of Microsoft Excel & Word, Microsoft Outlook and Internet Explorer 	<ul style="list-style-type: none"> • Working knowledge of Legal Requirements (Charity Commission, Companies House, Accounting, HR)

Role Particulars

- Working Pattern:** Full time working hours, including weekly in-person team meetings in London: monthly all-staff meetings on Tuesdays twice a month, and weekly on Tuesdays twice a month. The nature of this role means that some travel and working away from home will be required, as agreed in advance. Specifically, the Finance Manager must be available for the annual leadership conference and some or all of the New Wine annual summer festival (on-site or remote support).
- Places of work:** This role is eligible for hybrid and flexible working, with a minimum of 1 day in the London office a week.
- Supervision:** The post holder will receive regular supervision from their line manager.
- Role review:** There is a three-month probationary period for this role. The post holder will then receive a quarterly rolling review of performance, the role, job description, terms and package.

This post is subject to an occupational requirement that the holder be a practising Christian under Part 1 of Schedule 9 of the Equality Act 2010.

This job description is intended to summarise the primary responsibilities and qualifications for this position. The job description is intended to include only some duties an individual in this position might be asked to perform or all qualifications that may be required now or in the future. New Wine reserves the right to revise the duties outlined in this job description at its discretion.

Why join our team?

- One team:** We care about you and invest in our team with training opportunities, quarterly reviews, and flexible working. We are keen for you to flourish here at New Wine, so if you see something you'd like to learn or a skill you'd like to develop, let your manager know!
- Workspace:** We have moved our office to Work.Life, with our main base being the Liverpool Street branch. Within the building, there are fantastic spaces for meeting, networking and coworking, as well as free coffee and events, breakfasts, and well-being activities for us as members.
- Healthcare:** We are pleased to have recently launched Vitality Healthcare for team members who work more than 15 hours a week.
- Events:** Joining New Wine has exciting opportunities as we head to our two main events, the New Wine Leadership Conference and the New Wine Summer Festival. Depending on your job role, there may be other opportunities to head to site, but you will be invited, and arrangements would be made in advance. Specifically, at our two main events, we will make sure to look after you so you can do your job to the best of your ability. We also make sure TOIL is accrued so that you can rest to the best of your ability too!
- Prayer Days:** Your physical, mental, and spiritual health are incredibly important to us. While onsite at our events and throughout the year, we make sure to honour Prayer Days.
- Pension:** After completing three months and passing your probation, you will be automatically enrolled in the New Wine pension scheme. As part of the scheme, we will contribute 10% of your salary. This scheme does not require any contributions from you. However, if you would like to make additional contributions, you can arrange this.

Application process

- Key dates:** Application deadline is 07 June 2024, 5pm. If strong applicants are received before this time, we may close applications early. We will aim to interview in the week commencing 10 June 2024.
- Application:** Please send your CV and cover letter to lucy.parker@new-wine.org by the given date above.