



Job Title:	Finance and Operations Manager
Reports To:	Head of Philanthropy
Salary (FTE):	£44,000
Contract hours:	14 hours per week
Location:	Remote working with travel to Manchester to attend in-person staff team meetings once a month and trustees' meetings every quarter.

Job Purpose

To manage the governance, financial and operational management functions of the charity.

Key Responsibilities

Accounting and finance

- Support The Charity Service's strategic and business planning process by preparing annual budgets and long-term financial plans.
- Maintain all accounting records for the charity and its three managed sub-trusts.
- Manage the charity's various bank accounts.
- Manage cashflows to ensure sufficient funds are available to make grant payments.
- Maintain investment records for each fund.
- Complete monthly payroll and submit returns and payments to HMRC.
- Make Gift Aid claims as and when appropriate.
- Prepare quarterly management accounts for the charity and its managed sub-trusts.
- Prepare quarterly statements for all Donor Advised Funds.
- Prepare the annual report and accounts for the charity and its sub-trusts.
- Manage relations with the charity's auditors and facilitate the annual audit of accounts.
- Monitor financial management systems and processes to drive continuous improvement and support grant management.

Investment management

- Manage relations with the charity's investment managers, including setting up investment accounts and authorising the sale of investments.
- Coordinate quarterly meetings of the investment committee.
- Take and write up minutes for investment committee meetings.
- Develop relations with new investment managers to expand the range of investment options available to DAF donors.

Operations

- Provide the human resource management function for the charity.
- Oversee the charity's IT systems and manage relations with the charity's IT support company.
- Manage the charity's data management systems.
- Support the Head of Philanthropy and the Grants Coordinator with assessing potential grantees, especially in relation to their financial position and performance.

Governance

- Act as Company Secretary for The Charity Service.
- Coordinate quarterly meetings of the Board of Trustees.
- Take and write up minutes for all board meetings.
- Support the board with the recruitment of new trustees.
- Manage all regulatory filings including those with Companies House and the Charity Commission.
- Manage the charity's policies, ensuring that all policies are appropriate and up to date.
- Oversee the governance of the charity's three managed sub-trusts, including potential restructuring to achieve more efficient use of the funds.

Person Specification

Essential knowledge, skills, experience and attributes

- An understanding of the charity regulatory environment.
- Financial management and accounting experience.
- Experienced using accounting software.
- A good communicator with excellent report-writing skills.
- A high level of competency in Word, Excel and PowerPoint.
- Able to work remotely under own initiative and manage time effectively.
- Committed to equality, diversity and inclusion.

Desirable knowledge, skills, experience and attributes

- A recognised accountancy qualification.
- Familiarity with charity finance.
- Experience of overseeing the management of charity investments.