

## Independent Domestic Abuse Services

### Job Description

<b>JOB TITLE:</b>	<b>Finance Manager</b>
<b>SALARY:</b>	<b>£35k - £40k subject to qualifications and experience</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Finance and Administration</b>
<b>RESPONSIBLE FOR:</b>	<b>Finance Supervisor and Finance Assistant</b>
<b>HOURS:</b>	<b>37</b>

**The role is office based in York, but some home working is possible.**

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### OVERALL OBJECTIVES

Supporting the Head of Finance by taking responsibility for managing the processing of financial transactions including the review of monthly reconciliations and review of key journals. The post holder is also responsible for preparing monthly management reports for internal use and monthly and quarterly reports to commissioners of services.

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### PARTICULAR TASKS OF THE POSTHOLDER

#### Line Management

Supervise and support the development of the Finance team (Finance Senior and Finance Assistant) in the performance of their responsibilities.

#### Purchase Ledger/ Sales Ledger

- Organise the issue / recall of credit cards and changes in expenditure limits.
- Oversee the payment of sales invoices, ensuring that the Head of Finance is advised promptly of any collection issues.

#### General Ledger and funds

- Review and approve monthly journals prior to input eg payroll journal
- Prepare monthly journals – deferred income prepayments and accruals
- Prepare year end specific journals, eg depreciation adjustment, overhead adjustments, transfer of fund balances
- Maintain a summary of grant and advise managers of unspent grants
- Monthly reconciliation of fundraised income to finance systems

#### Reporting

- Prepare monthly management accounts with notes on key variances.
- Prepare draft finance returns to commissioners' requirements for review by Regional Managers, Head of Finance
- Prepare year end schedules for auditors
- Prepare monthly salary analysis

## Quality Assurance and Systems Management

- Complete quarterly internal audit
- Maintain master staffing schedule
- Maintain fund management schedule and supporting documentation
- Keep finance procedures processes and controls under review and assist the Head of Finance in looking for improvements to maximise controls and improve efficiency

## Banking

- Ensure that banking takes place promptly (at least monthly)
- Review and sign off monthly bank, Go Cardless, Paypal and petty cash reconciliations
- Set up/ remove users and signatories on Unity bank account/ unity e-payments and change limits on instruction from Head of Finance.

## Housing

- Using budgets information from landlords and sector benchmarks, prepare the annual charges for housing benefit and ensure Local managers receive information on standing charges to communicate to residents.
- Support the development of the Housing strategy.

## General duties

- Ensure regular P&L reports are available for Local Managers
- Prepare monthly and annual reporting timetables.
- Check the monthly payroll variance report and act as first approval of monthly payroll
- Provide induction and training for other members of the Finance team.

## Internal and External Liaison and communication

- Liaise with Regional and Local Managers regarding monthly profit and loss reports, reasons for variances, year end timetables and the correct application of finance procedures
- Work with the Head of Finance and Regional Managers to prepare and submit financial returns to commissioners of IDAS services
- Act as a main contact for the auditors during the year end audit field work
- Attend and contribute to internal manager meetings.
- Provide advice to managers on request and training on specific finance issues, for example the supporting evidence required for credit card expenses.
- Participate positively in supervision and annual appraisals.

## Other

- Comply with IDAS policies and procedures.
- Participate in fundraising activities.
- Undertake all other tasks requested by the Head of Finance within the remit of the role.

## Person specification

Requirement	Desirable / Essential
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<b>Qualification</b>	
AAT qualification	Essential
Good standard of general education including numeracy	Essential
Continuing commitment to and evidence of personal and professional development	Desirable
<b>Skills, Knowledge and Experience</b>	
Substantial recent experience of using accounting software	Essential
Experience of working in the charity or not for profit sector	Desirable
Current knowledge of charity accounting including the Charities SORP (FRS 102)	Essential
Experience of fund accounting	Essential
Demonstrable problem-solving abilities eg being able to develop or adapt systems or procedures to address new requirements or activities	Essential
Excellent ICT skills, including advanced use of excel	Essential
An ability to work under pressure and manage/adapt to changing priorities to produce accurate reports and information in accordance with requirements	Essential
Able to manage own time to prioritise tasks and meet key deadlines	Essential
Experience of dealing with Housing Benefit	Desirable
<b>Personal Attributes</b>	
Flexible approach to meet specific deadlines at key times of year eg year end/ annual rent calculations	Essential
Excellent communication and interpersonal skills including ability to communicate with non-financial staff	Essential
Commitment to Equal Opportunities	Essential

The post holder is expected to work within policies and procedures of IDAS and be committed to its ethos and values. This will include promoting and demonstrating the principles of equal opportunity including encouraging diversity and tackling discrimination.

**Our values underpin our work and how we do it.**

We are: **Compassionate, Courageous, Inclusive and Inspirational.**