

JOB DESCRIPTION

Job Title:	Finance Manager
Location:	Hybrid/Putney Head Office (minimum 1 day per week).
Grade:	CS3
Reports To:	Chief Operating Officer
Staff Managed:	3

JOB PURPOSE

To take responsibility for the operational element of the Finance Department; including management and development of a small team, oversight of day to day financial operations, production of monthly management accounts, and taking the lead on the annual external audit process. This role will help drive forward financial business partnering within the organisation, ensuring the wider management team have the tools and information needed to effectively manage their budgets. The Finance Manager will work closely with the Chief Operating Officer to prepare annual budgets and forecasts.

St Christopher's Fellowship is required to prepare its accounts with reference to the Housing SORP, including the Regulator of Social Housing requirements. The Finance Manager will provide technical oversight of this requirement.

KEY AREAS OF RESPONSIBILITY

- Manage the Finance Department staff team; including development and training, monthly one-to-one supervisions and annual appraisals.
- Manage financial accounting operations, including oversight of purchase and sales ledgers to ensure timely and accurate payments to suppliers, and effective management of debtors
- Oversee the production of management accounts, including raising journals, reviewing reconciliations, supporting analysis and variance analysis, to a monthly timetable or as otherwise agreed.
- Oversee the production of cash flow forecasts
- Carry out monthly payroll checks in collaboration with the People team.

- Take the lead on the annual external audit process, preparing draft accounts in accordance with the Housing SORP and providing the auditors with all information requested, coordinating responses from across the Finance Team, and keeping the COO informed of progress.
- Support the annual budget process (ensuring that it is embedded within the business planning cycle and value for money requirements) and budget revisions/forecasts, and carry out continuing maintenance on the budget, as directed by the COO.
- Partner with non-finance staff to further their understanding of budgetary control and other finance-related matters, including visits to their sites where necessary.
- Work with the COO to develop further the use of Access Dimensions and other finance related systems.
- Lead on the day to day relationship with the bank and Moss payments cards system; including transferring money between different sites accounts, ensuring mandates are up to date and maintaining and ordering of new cash cards.
- Lead on submitting timely and accurate information to relevant regulatory authorities, including HMRC, Regulator of Social Housing and Charity Commission.
- Other duties commensurate with the role as requested by the COO.

GENERAL

- Uphold and promote St Christopher's values of care and respect, honesty and professionalism, creativity and flexibility
- Be aware of health and safety issues within the area of control and implement the St Christopher's Fellowship Health and Safety Policy to maintain a safe environment, complying with health and safety regulations and other legal requirements.
- Uphold and promote the St Christopher's Fellowship Equal Opportunities policy in all aspects of the work and comply with all other relevant St Christopher's policies.
- Be aware of and adhere to all relevant financial procedures and to report any discrepancies to the line manager immediately.
- Promote and implement all of St Christopher's policies and procedures and report to a line manager, or other appropriate person, malpractice or evidence which may suggest it.
- Attend supervision as arranged with the line manager and participate in St Christopher's performance appraisal scheme
- Ensure that all the work undertaken is conducted to the highest professional standards.
- Actively maintain and update your professional knowledge, and undertake appropriate development activities.

The duties as outlined in this job description are not exhaustive and may change from time to time, due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the services or as may be requested by your line manager.

Person Specification – Finance Manager

1. A relevant accounting qualification such as ACA, ACCA, CIMA, CIPFA or equivalent is essential (full or part qualification will be considered).
2. High level of technical skills including knowledge of FRS102. Knowledge of the Housing SORP and/or charity accounting best practice is also desirable.
3. Demonstrable experience of management accounting, budgeting, forecasting and the preparation of statutory accounts.
4. Experience of managing a small team, including objective setting and appraisal.
5. Experience of taking the lead on an external audit process is desirable.
6. Highly numerate with excellent analytical skills, the ability to apply them and proven ability of completing complex reconciliations.
7. Good interpersonal and presentation skills and ability to communicate effectively with finance and non-finance staff, both internally and externally.
8. Advanced computer skills within financial systems. Experience of systems change projects is desirable. Experience of the Access Dimensions accounting system is desirable.
9. Ability to work methodically and with good attention to detail to produce accurate and high quality work.
10. Ability to follow strict guidelines and complete work to tight deadlines.
11. Excellent spoken and written English
12. Excellent IT skills including Outlook, Word and intermediate to advanced level computer skills in MS Excel (using Vlookups, pivot tables, SUMIF).