

## JOB DESCRIPTION

<b>Job Title</b>	Finance Manager
<b>Responsible to</b>	Chief Operating Officer
<b>Responsible for</b>	Finance Team
<b>Hours</b>	Full time permanent, 35 hours per week
<b>Service</b>	Finance and Resources
<b>Location</b>	Based in Southeast London, hybrid working
<b>Salary</b>	Up to £45k p.a. plus benefits

### Organisational Context

Quo Vadis Trust (QVT) is a specialist housing charity (reg number 1116196) in Southeast London. We provide a service to people living with mental health needs and who need support with their housing and holistic wellbeing. QVT currently provides homes to approximately two hundred people in Southeast London. Our range of support both on and off the premises helps each individual client to maximise their independence.

### Job Purpose

QVT is in a period of expansion and the next five years will see the organisation grow rapidly. As well as increasing our reach we want to improve the quality of the services we provide to our clients. We need a talented, forward-thinking Finance Manager to support the Chief Executive Team to achieve the goals of our strategic plan and make QVT outstanding in every area.

### Main Responsibilities

- Financial management - reporting, budgets, forecast, supporting the organisation in decision-making, annual accounts and audit
- Financial accounting - maintain accounting records, supplier payments and credit control
- Risk - support with risk management of the business
- Governance - work with trustees to ensure good governance utilising Charity Commission and NCVO tools
- Client licenses - manage all aspects of client license documentation, to include communication with local authorities responsible for funding residents
- Monitor effective submission and collection of Housing Benefit, Service Charge and rents
- Insurance - renew insurance; ensure adequate cover in place
- Trustees - develop good relationships with Trustees, notably Chair of Audit Committee. Prepare Trustee reports, attend meetings and provide required information
- External relationships - maintain good relations with lawyers, auditors, bankers, insurance brokers and all stakeholders, internal and external
- Manage the Finance Team, including all aspects of recruitment, supervision and learning and development

### Equality, Diversity and Inclusion

We are committed to tackling systemic inequalities by being proactive in creating opportunities for people from under-represented groups. With this in mind we welcome

applications from all ethnic backgrounds, religions, gender identifications and sexual orientations, and from anyone who considers themselves to have a disability.

All employees must observe, comply and continually promote QVT's Equality, Diversity and Inclusion Policy.

**This job description is as it is presently constructed and is not intended to be a complete list of all tasks and responsibilities to be undertaken by the post-holder. It will be updated and amended periodically in keeping with service changes and developments.**

**PERSON SPECIFICATION**

<b>Job Title</b>	Finance Manager
<b>Department</b>	Finance

<b>Qualities</b>	<b>Essential or Desirable</b>
<b>Education</b>	
A qualified accountant with evidence of continuing professional development and up to date knowledge of all appropriate financial reporting standards	<b>E</b>
<b>Experience</b>	
Evidence of achievement in delivering effective financial strategies, across complex customer focussed organisations	<b>E</b>
Evidence of applying commercial principles in a business or not for profit environment	<b>E</b>
Experience of heading up a finance function with a track record of successfully building and leading staff teams	<b>D</b>
Able to show experience of successful engagement in corporate management and participation in the formulation of corporate objectives, policies and strategies	<b>E</b>
Experience of Governance, insurance and working with trustees	<b>D</b>
Experience of dealing with a range of stakeholders including regulators, funders and professional advisers	<b>E</b>
Able to evidence a commitment to QVT's social purpose	<b>D</b>
Ability to interpret the wider operating environment and economic conditions and to enable the organisation to develop appropriate responses to these	<b>E</b>
Experience of risk management	<b>E</b>
Good knowledge of accounting systems and experience of upgrades and new installations	<b>E</b>
Experience of property leases, negotiation of terms and working with lawyers	<b>D</b>
<b>Skills/Abilities</b>	
Living our values - Dignity, Excellence, Respect, Integrity and Kindness	<b>E</b>
Provide inspirational leadership and direction - lead, motivate and influence team members at all levels	<b>E</b>
Demonstrate integrity and ownership of issues; making right decisions for the whole business with an inclusive approach	<b>E</b>
Communicate effectively with and influence all stakeholders	<b>E</b>
Work flexibly and collaboratively, contributing to the delivery of corporate objectives and challenges	<b>E</b>
Excellent interpersonal, written and presentational skills for varied audiences	<b>E</b>
<b>Other relevant criteria</b>	
Has Enhanced DBS clearance (QVT will arrange)	<b>E</b>