

## JOB DESCRIPTION

### Finance Manager

<b>Pay Range</b>	£38,388 to £41,434 per annum, pro rata, dependent on experience	<b>Business Area</b>	Finance
<b>Line manager</b>	Finance Director	<b>Location</b>	Oxford/Bucks/home based
<b>Hours</b>	Full time, 37.5 hours per week, 30 hours per week considered.	<b>Contract</b>	Permanent

## JOB PURPOSE

### Our Mission.

At Connection Support our mission is to work alongside people to help them overcome life's challenges, supporting everyone in our society to become safely and sustainably housed and live as independently as possible. To do this, we provide services across Oxfordshire, Buckinghamshire, and Milton Keynes through approximately 200 staff and 150 volunteers. We use a person-centred, trauma-informed, strengths-based approach to empower our clients to define their goals, take positive steps forward and achieve greater independence.

### Purpose of the post.

Connection Support is expanding its Finance function to meet the demands of its growing number of services.

This is a new post, which plays a vital role in strengthening the delivery of our services, working closely with colleagues delivering our services to bring vital financial advice and budgeting support. Strong communications skills and an enthusiasm for employing your financial skills to strengthen the work of our teams are vital.

This role will become one of two Finance Manager posts within Connection Support. The incoming Finance Manager will work as part of the Finance Management team, alongside our other Finance Manager and the Finance Director.

## RESPONSIBILITIES

Specific responsibilities include:

### Financial

- Working as part of the Financial Management team:
- Oversee financial data processing to ensure that payments are managed in line with financial controls, and that day-to-day bookkeeping processes are completed efficiently and accurately.
- Provide technical expertise, including knowledge of Charities SORP, to ensure that financial reports are compliant with legislative requirements.

- Support the process of monitoring expenditure against budget, communicating financial reports to senior teams, and providing proactive advice in managing variances against budget.
- In collaboration with colleagues in the Fundraising team, control oversight of restricted charitable funds, including management of expenditure and fund balances.
- Ensure that organisational financial records are maintained in an organised and up to date manner.
- Collaborate in the delivery of management accounts, including the preparation of reconciliations, salary and core cost allocations and quarter-end accounting adjustments.
- Support with the management of supported accommodation income and expenditure, working in close collaboration with Connection Support's property management team.
- Contribute towards invoicing and treasury management, as required.
- Proactively collaborate with colleagues in the Finance team to develop Connection Support's financial systems and processes.
- Assist in the preparation of the annual year-end accounts and audit process.

### **Organisational**

- Line-manage 2-3 team members, ensuring that they receive support and empowerment, and that their personal development goals are met.
- Proactively build relationships with colleagues across our organisation to ensure that financial processes and systems are understood and followed.
- Participate in cross-departmental projects and working groups, as appropriate.
- Uphold the values of Connection Support in the delivery of the role and inspire others to do the same.
- Any other duties as specified by the Finance Director.

## **REHABILITATION OF OFFENDERS ACT**

**Connection Support is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

This post involves working with vulnerable children, young people, or adults, therefore is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are 'spent' under the provision of the Act.

We are committed to carefully screening all applicants who will work with young people and adults with support needs. Employment checks and references will be undertaken on all prospective applicants, as well as a Disclosure & Barring Service check.

## **SAFEGUARDING STATEMENTS**

### **Employee**

Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility. Work complies with all safeguarding policies and procedures that apply to the role. Behaviours and actions support the safeguarding of children, young people or adults with care and support needs as appropriate.

### **Manager**

Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored, and maintained within the area of responsibility. Manage and update the standards as appropriate to the role. Safeguarding standards are monitored and maintained in compliance with organisational policy. Appropriate safeguarding training is provided, and standards are reviewed and updated as required.

### **Senior Managers**

Ensure organisational safeguarding strategies reflect statutory requirements and best practice, and that these are understood and implemented within the area of responsibility. Ensure there is a proactive and positive Safeguarding Culture. Ensure the organisation meets its statutory Safeguarding requirements and that strategic risks are effectively managed.

