

AGE UK SOLIHULL

JOB DESCRIPTION

Pay Scale: £40,000 - £42,000 pro rata per annum

Hours of Work: 21-25 hours per week, over 3 or 4 days, to be agreed

Job Title: Finance Manager

Location: Solihull Fire Station, 620 Streetsbrook Road, Solihull, B91 1QY (or other premises which may house Age UK Solihull offices in the future). Hybrid working may also be agreed.

Responsible to: Chief Executive Officer

Responsible for: Line manager of Finance Officer and Finance Assistant though day-to-day supervision of the Finance Assistant is the responsibility of the Finance Officer

Job purpose:

The role of the Finance Manager is to ensure finance processes are efficient and appropriate, documented and communicated, and followed; to maintain legally compliant financial records and ensure all necessary returns are completed on time; and to report on the financial performance of the Charity's activities. This is a key role in delivering financial information to the Charity's senior management team and trustees to support them in their decision-making.

DUTIES:

- To keep the Charity's internal financial controls, financial policies and procedures under review, enhancing and streamlining them as appropriate, and adapting to changes in regulatory requirements and/or best practice guidance, technological changes and to changes in the Charity's activities.
- To ensure that all financial policies and procedures are appropriately authorised, documented and communicated.
- To maintain legally compliant financial records for the Charity.
- To ensure VAT compliance and accurate recording, and compile and submit quarterly VAT returns.
- To ensure accurate Gift Aid recording and compile and submit annual Gift Aid returns.
- To prepare the Charity's statutory accounts and to liaise with the Charity's auditors.
- To maintain both the Charity and Trading Company statutory books on behalf of the Company Secretary, and to ensure Companies House and Charity Commission are notified as required, and the Charity's accounts and annual returns are submitted as required.

- To prepare the annual budget and to monitor performance against it, and to prepare in-year reforecasts as needed.
- To prepare monthly management accounts showing and explaining variances against budget. To attend Board and Finance sub-committee meetings to present the monthly management accounts.
- To distribute services accounts to and liaise with senior and line management and advise on accounting matters as necessary.
- To cost services for agreements, contracts and projects with statutory and other bodies and provide financial estimates for events and ad hoc activities, including regular contact with the Fundraising Manager, CEO, Head of Services to supply financial information for lottery bids/grant making trust applications, etc.
- To complete contract and grant returns as required.
- To monitor working capital and deposit accounts, making deposits and withdrawals as necessary and maximising interest income.
- To liaise with the Charity's insurance brokers and ensure that appropriate and adequate insurance is maintained.
- To supervise the Finance Officer (who has responsibility for all payroll matters and the integrity and timely processing of day-to-day transactions)
- To assist the CEO in the preparation and maintenance of the Charity Business Plan, being responsible for the calculation of the financial expression of the plan.
- To work with the other members of the Senior Management Team as needed including developing strategy, and assessing and managing risks.
- To undertake such other duties as the organisation may from time to time reasonably require

Additional Notes

All staff have a particular responsibility for ensuring that Safeguarding Adults legislation and guidelines are adhered to, that the well-being of 'at risk' individuals is promoted and that at risk individuals are aware of their right to protection from all forms of abuse.

All staff have an individual responsibility to comply with Age UK Solihull's Policy and Practice on Health and Safety Matters.

All staff are expected to support the fundraising activities of Age UK Solihull.