



## Job Description & Person Specification

### Finance Manager

**Location:** Remote, home-based (or use of London office is available)

**Reporting to:** CEO

**Hours:** Part-time, 14 hours per week (we can offer flexibility on times/days. We can offer a contracted, salaried role or a day rate depending on your preference)

- **Our purpose:** We support people on long prison sentences to take their next steps in life so they benefit, their families benefit and the wider community benefits too.
- **Our vision:** A future where everyone can achieve their potential within and beyond prison.
- **Our mission:** Specialising in the unique needs of people on long sentences, we provide tailored practical and financial support to help people find belonging, move into work or training, and reach their personal goals.

#### Role summary

The Hardman Trust supports people on long prison sentences to take their next steps in life. As the Finance Manager your role is to help make this a reality through the effective management of our financial processes. You'll use your experience from other charity finance roles, along with your accountancy / financial management qualifications, to help ensure our approach to financial management is effective, efficient, up-to-date and in line with charity accounting standards.

You will be well-organised and motivated to support the wider team in their work. Reporting to the CEO and supporting the Treasurer, you will ensure we have up-to-date information on the financial health of the organisation. You will help to ensure we are maximising the use of restricted funding, and that money is spent in line with donors' wishes.

You will lead on ensuring we have robust organisational systems and processes in place for effective financial management. This includes the production and sharing of management accounts, ensuring payroll and invoices are paid on time, devising financial reports, and providing budgetary support. You'll ensure that accurate records are maintained and that we are reporting our accounts in line with SORP guidelines.

You will lead on the ongoing development and maintenance of our finance systems, policies and procedures, ensuring they are fit for purpose for a growing organisation.

## **Tasks & responsibilities**

### **1. Budgets**

- Lead on the annual budget-setting process, in line with the business plan and anticipated income/expenditure
- Work with the CEO and Treasurer to ensure we are working in line with our budget, re-forecasting every quarter
- Provide budgetary support and advice to team budget holders, monitoring expenditure against project budgets and providing opportunities for efficiency and improvement. Support the teams to predict income and expenditure and make sound financial decisions.

### **2. Management accounts and reporting**

- Lead on the production of management accounting information, including internal monthly management accounts for budget holders and quarterly reports for Trustees, funders and other stakeholders.
- Actively review the monthly management accounts (Income & expenditure/balance sheet/cashflow), identifying trends and highlighting any risks to the CEO and Treasurer.
- Provide further reports on income and expenditure, restricted and unrestricted funds, cash flow, the balance sheet and our reserves position.
- Provide accurate and insightful analysis and narrative, making recommendations to reduce risks, improve performance, and enhance the financial health of the charity, with a view to informing organisational decision-making.

### **3. Systems and processes**

- Provide a full review of current financial controls, and identify and implement a new financial I.T./software system suited to the needs of a changing and growing charity.
- Review all current financial systems and processes and make recommendations for improvement. Set out a timeline for embedding suggested changes.
- Ensure all relevant team members can utilise systems and processes in line with their role responsibilities.

### **4. Financial management**

- Oversee our internal bookkeeping, payment, coding, and accounting processes, and improve these systems ongoingly.
- Ensure robust financial controls are in place and are in line with charity accounting best practice and organisational governance requirements.
- Ensure grant payments to people leaving prison are managed carefully, with policies in place to reduce risks to individuals and the organisation.
- Ensure invoices are processed and paid on time and records maintained.
- Process payroll each month and ensure pension payments are made in line with the organisational policy and staff contracts.
- Submit monthly HMRC returns and ensure compliance with HMRC requirements.
- Preparation of the annual accounts and lead on the completion of the independent examination processes
- Oversee the legal and financial statutory processes in line with the Charity Commission and Companies House requirements, including the Annual Audit.
- Point of contact with our banking partners and ensure cash management is effective to ensure interest income is being earned on the reserves held by the Trust.
- Place annual insurance policies for the Trust to ensure adequate insurances are in place at all times.

## 6. Other

- To support the wider team, providing holiday cover as required.
- Put the service user at the heart of what you do, act with the interests of our beneficiaries in mind.
- Work in line with the Hardman Trust's values, actively contributing to a culture of learning, reflection, team work and development, ensuring quality in your work.
- Participate in regular one-to-ones, contributing to the identification of objectives and professional development goals.
- To undertake other duties and responsibilities commensurate with the role, as may be reasonably required by Hardman Trust or as a mutually agreed development opportunity. This document will be subject to periodic review in consultation with the job holder.

## Person Specification

Experience		Essential	Desirable
1	At least two years of financial and systems management experience, including the production of management accounts, budget planning and financial monitoring processes.	X	
2	Significant and successful experience of operating as a qualified Finance Manager.	X	
3	Has experience working in a paid capacity in a similar role within other charitable organisations, with the ability to bring this experience and knowledge to the Hardman Trust.	X	
4	Can demonstrate exceptional budgeting skills with experience managing various or complex funding sources.	X	
5	Experience in Charity Accounting and Charity SORP	X	
6	Experience using or setting up accountancy software such as Sage, Xero, Quickbooks or similar.	X	
7	Experience implementing enhanced reporting tools within financial software, including the ability to coach others.		X
Skills and abilities		Essential	Desirable
8	Excellent organisational skills	X	
9	Excellent IT skills, with the ability to use spreadsheets, Google Docs, accountancy software, presentation software, video calls, and databases / CRMs.	X	
10	Strong attention to detail, with accuracy and precision across your work	X	

11	Good time management skills, with the ability to prioritise your workload, meet deadlines, work autonomously and balance the needs of multiple priorities.	X	
12	Professional communication skills, with the ability to adjust your communication style to different audiences including service users, colleagues and external partners.	X	
13	Ability to write clear reports, emails, letters and other key communications	X	
14	Ability to work as part of a team, and also work on your own initiative	X	
15	Ability to foster and demonstrate the values, aims and objectives of The Hardman Trust in your work.	X	
16	A willingness to respond to organisational needs as they arise, and adjust your work priorities accordingly.	X	
<b>Knowledge and understanding</b>		<b>Essential</b>	<b>Desirable</b>
17	Practical knowledge of VAT, including accounting of partial exemption relevant to charities.		
18	Knowledge of Gift Aid and how to claim.		
<b>Technical &amp; qualifications</b>		<b>Essential</b>	<b>Desirable</b>
19	Holds an accounting qualification (ACA, ACCA, CIMA or CIPFA) part or fully qualified. The DChA from ICAEW is also accepted.	X	
20	Experience using databases for effective record-keeping.	X	
<b>Personal characteristics</b>		<b>Essential</b>	<b>Desirable</b>
16	Proactive, solution-focused, creative thinking and professional.	X	
17	Team-focused, with a desire to support the aims of the organisation	X	
18	Performance-minded and results-orientated	X	
19	Non-judgemental attitude towards working with prisoners. Committed to anti-discriminatory and inclusive working practices.	X	
20	Approachable, team player and able to form positive working relationships.	X	

### Circumstances

- The right to work in the UK
- The ability to work from home, or to use our London Waterloo office (if preferred).

- Freelance, or employed by The Hardman Trust