Home-Start South Leicestershire
121 Coventry Road, Market Harborough, Leics LE16 9BY
Tel: **01858 467982**
Registered Charity No: 1107504

FINANCE MANAGER

Job Description

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

Employer:	Home-Start South Leicestershire, 121 Coventry Road, Market Harborough, Leicestershire, LE16 9BY
Job Title:	Finance Manager
Hours:	16 per week (days and hours can be worked flexibly with a combination of office based and home-working)
Salary:	£35,765 to £39,551 pro rata (starting point negotiable based on experience) plus up to 8% pension contribution.
Responsible to:	The Finance Manager is responsible to and receives regular support and supervision from the Charity Manager. The Finance Manager is ultimately responsible to the Board of Trustees, and an Annual Review will take place with the charity Treasurer and Charity Manager

Purpose of job
The Finance Manager is responsible for ensuring the smooth running of the payroll and finance function of Home-Start South Leicestershire.

Key Tasks

1. To maintain accurate and up-to-date financial records for the charity using the charity's Accounting System, and to pay all bills and expenses promptly, and receive and bank all income according to correct procedures.
2. To operate the charity's payroll, ensuring the smooth running & compliance of PAYE, NI and pensions contributions including auto-enrolment, and undertake year-end procedures with regard to salaries.
3. To prepare year-end accounts in a suitable form for the Charity Commission and Companies House, working closely with our Independent Financial Examiners.
4. To prepare and monitor funding budgets and costs in liaison with the Charity Manager and Coordinators, including reconciliation of a Family Fund budget.
5. To provide the charity's Treasurer with income and expenditure information and budget/funding information to present accounts to the Board of Trustees which meets 6 times per year, and for the Annual General Meeting.
6. To liaise with the charity Treasurer and Charity Manager on all relevant issues, and attendance at Quarterly Funding and Finance subcommittee meetings.
7. To reconcile the cash and nominal ledgers on a regular basis.
8. To provide/develop costings in liaison with the Charity Manager as and when required, for example for a range of funding applications which might include both capital and revenue funding, and to produce financial expenditure reports to a variety of funders in the required formats as requested.

9. To ensure that costs and expenditure are allocated to their correct budgets and to provide a true and accurate record of each project costs.
10. To provide the Board of Trustees with the necessary financial information with regard to the charity's status as a Company Limited by Guarantee.
11. To monitor the charity cashflows and transfers of funds from/to the investment and current accounts to ensure that interest earned is maximised on the charity's reserves, whilst always maintaining an adequate balance to meet the day-to-day expenditure of the charity, especially salaries.
12. To record, reconcile and reclaim Gift Aid from HM Revenue & Customs.
13. To maintain records of all staff members' annual leave entitlement and absence including through sickness, and issuing Annual Holiday Request Forms, recording staff leave, keeping an up-to-date holiday calendar for reference, recording statutory sick payments and other statutory and contract entitlements.
14. To facilitate the smooth running of the charity's financial operations as far as possible, eg determining the need to file a Corporation Tax Return or not in a given financial year and providing dynamic financial risk assessments based on income/expenditure positions and forecasts.

Conditions of Service

The conditions of service for this post are set out in the Main Terms and Conditions of Employment, together with any additional amendments/updates.