

Finance Manager Application Pack

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The Trust for Developing Communities

Registered Address: Community Base, 113 Queens Road, Brighton, BN1 3XG
Company Limited by Guarantee Registration Number: 3939332 | Registered Charity Number: 1106623
Tel: 01273 234 769 | Email: info@trustdevcom.org.uk | Web: www.trustdevcom.org.uk

Welcome Letter

Dear Candidate,

Thank you for your interest in taking on the essential role of **Finance Manager** with the Trust for Developing Communities – TDC.

TDC tackles inequality in Brighton and Hove through community-led solutions. Our strength-based model of community development and youth work empowers people who experience poverty and exclusion. Each year we work with over 26,000 people and over 330 community groups to come together and take action.

We have recently launched our new strategy – ***The Inclusive City***, which sets the priorities and pathway for Brighton & Hove to become a more healthy, inclusive and thriving city and for TDC to become a more healthy, inclusive and thriving organisation.

The role of **Finance Manager** will suit an experienced, qualified and ambitious finance professional, who would relish the opportunity to oversee core financial operations of a growing and impactful charity. Our income has doubled in the past three years to over £2.5 million, with our work encompassing over 70 distinct projects, with our finances growing in complexity as we increasingly take on a lead partner role.

The **Finance Manager** will play a pivotal role in ensuring the effective management of TDC's finances. Overseeing core financial operations, you will support budget holders, provide critical financial insights, and manage the payroll process. Working closely with the Finance Director and Finance Assistant, you will help maintain and enhance the financial systems that underpin our charitable work.

I am sure that, for the right candidates, this role will offer a fulfilling working opportunity and the chance to make a significant difference to the people of Brighton and Hove, and beyond.

TDC is absolutely committed to achieving greater diversity within our staff team, and we welcome applications from all.

If you feel inspired by this opportunity, then we very much look forward to hearing from you.

Athol Hallé,
Chief Executive, The Trust for Developing Communities



About TDC

Since TDC's inception in the year 2000, our primary focus has been community development work directly within neighbourhoods experiencing deprivation in Brighton and Hove. We have gone on to develop a broad range of grassroots services supporting young people, excluded communities and older people.

The strong trusting relationships we have built up with communities and partners has enabled us to grow considerably in size and impact over the years. We now employ 60 staff with a turnover of over £2.5 million. Despite our positive impact, there is much more work to be done to reduce the unacceptable health, social and economic inequalities that cast a shadow across our city.

Our Context Brighton and Hove is a uniquely creative and progressive City, which faces many challenges – there are areas where 43% of our children live in poverty and life expectancy is nine years shorter; whilst across the city we have the fourth highest level of suicide in the country and the second highest number of people sleeping on our streets. This is not ok.

Our Vision is for Brighton and Hove to become a healthy, inclusive and thriving city - free from inequality.

Our Mission is to deliver community-led solutions to tackle inequality.

Our Work

Equalities. We support excluded communities through a broad range of health & well-being and employability & learning projects. These include: cancer screening access, employability support, social prescribing; mental health support; training; community learning; and community-led research.

Neighbourhood. We deliver community development work in areas of the city facing high levels of deprivation, with a focus on supporting community-led groups, including specialist work to support older people.

Youth Work. We deliver two significant youth work contracts for Brighton and Hove City Council in the North and East of the city. Additionally, we deliver individual support to young people around health and well-being and coaching. We also lead the citywide detached youth work programme *Brighton Streets*.

Our Values

- **Community.** *"Together we are stronger."* Community is at the heart of TDC. When we connect people, organisations and communities together, this builds strengths, improves well-being and reduces inequality.
- **Empowerment.** *"Building community brings social justice."* The most effective way to tackle inequality is to support people experiencing poverty and exclusion to develop skills, knowledge and strengths, to come together and take action.
- **Inclusion.** *"There is no 'them and us' only us."* We are enriched by the diversity within our communities. We recognise that discrimination exists, and we fight against it. When we proactively support people to participate, including the most excluded and vulnerable - everyone gains.
- **Equality.** *"None of us can truly thrive whilst some of us are in poverty."* Everyone is valuable, everyone is needed. Tackling economic, social and health inequalities enables everyone to play their full part - which benefits us all.

Finance Manager - Job Description

Overview

Job Title: Finance Manager

Hours: 18 -21 hours per week (to be agreed)

Salary Scale: £35k - £39k pro-rata + 6% pension.

Holiday: 25 days a year, plus an extra 3 days at Christmas, and all Bank Holidays. Pro-rata.

Employee Benefits: Flexible working. Employee Assistance Programme. Cycle to Work Scheme

Location: TDC office - Community Base, BN1. With flexible home working as agreed.

Responsible for: Finance Assistant

Reporting to: Finance Director

Objective

To ensure that TDC manages its core financial operations and systems in a way that best serves the mission and values of the organisation, with high levels of accountability and efficiency.

Principal Responsibilities

Financial Operations

1. **Accounts Payable.** Manage the accounts payable process including payments to suppliers, expenses, purchasing cards and petty cash, delegating to the Finance Assistant as needed.
2. **Accounts Receivable.** Oversee income management, including supporting the Finance Assistant with raising income invoices and processing grant and donation receipts. Liaise with departmental heads re income expectations and update budgets where necessary,
3. **Reconciliations.** Be responsible for the banking, asset, suspense account and petty cash reconciliations.

Budgeting and Reporting

4. **Budget Management Support.** Collaborate with budget holders, providing financial reports and advice to support effective budget management.
5. **Management Accounts.** Assist the Finance Director with the preparation of the monthly management accounts. Ensure all monthly journals are prepared and processed including payroll, accruals and prepayments.
6. **Audit.** Assist with annual audit and accounts preparation.

Finance Administration, Systems and Management

7. **Payroll Management.** Manage payroll processes including preparing payroll files, and processing new starters, leavers, timesheets and contract variations.
8. **System Development.** Review and refine financial processes to ensure maximum efficiency and effectiveness of TDC funds.
9. **Staff Management.** Line manage the Finance Assistant; providing regular guidance, catch-ups and monthly 1:1s.
10. **Administration.** Oversee the finance inbox, ensuring all queries are dealt with in a timely manner.

General

11. **Knowledge Sharing.** Stay up to date on developments in the areas relevant to your work – sharing this knowledge, along with updates on the successes and challenges of your work with the wider organisation.
 12. **Coordination.** Work closely with colleagues to ensure your work combines effectively with TDC's delivery across each department.
 13. **Ambassador.** Promote TDC's work appropriately. Ensure that team members understand the organisation's goals and how they are contributing to them.
 14. **Equal Opportunities.** To implement and promote TDC's Equality and Diversity Policy. A positive attitude towards equal opportunities and anti-discrimination practice should permeate all aspects of our work.
 15. **General.** To undertake all other reasonable tasks as requested by your Line Manager.
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Finance Manager - Person Specification

Essential skills, experience and qualities

1. **Qualification.** Minimum AAT Level 3 qualified (or equivalent), or significant relevant experience.
2. **Finance Systems.** Proficiency with Xero or similar accounting software.
3. **Payroll.** Experience of managing payroll processes.
4. **Administration.** Excellent organisational skills with experience of delivering administrative functions in a complex and diverse organisation. Exceptional attention to detail.
5. **Systems.** Experience of developing, maintaining and improving financial systems and processes to ensure charity funds are safeguarded.
6. **IT.** Strong skills in MS Office, particularly Excel.
7. **Communication.** Strong written and verbal communication skills, with the ability to explain financial information to non-financial staff clearly.
8. **Proactive.** Ability to be proactive and use your own initiative.
9. **Teamwork.** Ability to work as a member of a team with a positive, enthusiastic and flexible approach to the work.
10. **Management.** Proven ability to manage staff effectively.
11. **Equal Opportunities.** A commitment to equal opportunities practice.

Desired Skills and Experience

12. **Charity Finance.** A solid understanding of applicable charitable accounting preferably from experience within a charity.
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Application Process

To Apply:

Please email a CV, an Equal Opportunities Form and a Supporting Statement to TDC on info@trustdevcom.org.uk, stating the role you are applying for.

Supporting Statement. This should explain why you are interested in this role with TDC and detail the skills and experience you feel you would bring. The statement should relate directly to the Job Description and Person Specification (maximum of two sides).

References. Please provide details of two referees. References will only be taken up if a job offer is made and only with prior permission.

Closing Date:

There is no application deadline. We will be accepting applications, processing them and selecting for interview as we go, until the role is filled.

Interviews:

We will let you know if your application is being taken forward within a week of receipt. If so, we will contact you to arrange an interview, with the interviews being held at the TDC Office - Community Base, 113 Queens Road, Brighton, BN1 3XG.

If you would like to discuss this role, please contact:

Sarah de Malplaquet, TDC's Finance Director on sarahdemalplaquet@trustdevcom.org.uk or 01273 234 769.

TDC is committed to achieving greater diversity in its Staff Team and welcomes applications from people any sex, gender, race, age, sexuality, belief or disability.

Thank you for considering applying.
Good luck!

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For more information please contact:

Sarah de Malplaquet sarahdemalplaquet@trustdevcom.org.uk



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