



Job Description and Person Specification

Job Title: Finance Manager

Responsible to: CEO

Responsible for: Administration Manager

Working Hours: 25 hrs pw

Salary: £30,000

28 days annual leave (bank holidays additional), Health Cash back plan, Employee Assistance Programme, Flexible working, Blue light card.

Application Deadline: Monday 26th May 2025 12pm.

The main objectives to be achieved by the post holder

- 1.1 To work as an active member of and effectively manage both the existing Charitable Incorporated Organisation (CIO) and new Charitable Community Benefit Society (CCBS) financial systems. Taking a vital role in the management and delivery of efficient financial, business and administrative systems for both organisations and their trustees.
- 1.2 To work closely with staff and trustees on the current financial improvement programme
- 1.3 To support the management team and the CEO with financial planning and project development
- 1.4 Supervise reporting to accountable bodies Charity Commission for the CIO and the FCA for the CCBS.
- 1.5 To be responsible for internal financial reporting to the monthly Financial Sub Committee of the trustees and the quarterly Trustee board for the CIO and similar bodies that will be established for the developing CCBS
- 1.2 To advise on and ensure best practise is maintained throughout both organisations business and finance operation with a proactive approach
- 1.3 To assist in ensuring that projects are providing a responsive and quality service to vulnerable people.

Finance and Resources

- 2.1 To lead the annual review of financial policies and procedures and ensure they are adhered to in practice.
- 2.2 Strategically responsible for all financial administration reporting the Financial Sub Committee and Board of Trustees.
- 2.3 To ensure best practise for charitable income management is applied to all accounting and administrative systems.
- 2.4 Prepare annual estimates on income and expenditure and formulate the budget in consultation with the CEO.
- 2.4 Maintain effective internal controls to ensure all expenditure is appropriately accounted for, the assets for the charity are maintained.
- 2.5 Advise the CEO on all matters relating to finances and advise on any updates to general financial, business and administrative policy and best practice in the sector.
- 2.6 Management and maintenance of both organisations accounting system (Xero and Futrli) and internal controls including regular reconciliations.
- 2.7 Assist and maximise income generation opportunities within the ethos of the charity, including assisting in the preparation and submission of bids for funding.

- 2.8 Manage the process for purchase of resources and furniture; and maintain the asset register.
- 2.9 Manage all financial monitoring and reporting processes.
- 2.10 To be responsible for the effective management, collection, processing and recording of housing benefit, rent payments, and service charge payments alongside the Supported Accommodation Managers and management team.
- 2.11 To work alongside the team to prepare annual Housing benefit claim reviews and liaise accordingly with Housing benefit departments, landlords and CEO to agree annual eligible increases.
- 2.12 Monitor financial risks and advise on financial impact of strategic decisions
- 2.13 Manage the relationship with our bank, including posting payments for authorisation, managing cash flow, and moving funds between accounts as required.
- 2.14 Liaise and work with External auditors to prepare annual audit, accounts and financial reporting.

Human Resources Management

- 3.1 Be responsible for the day-to-day management of the Administration Manager
- 3.2 Deliver and provide effective support and supervision for relevant staff
- 3.3 Identify learning and development opportunities and performance management issues
- 3.4 Attend regular supervision with your line manager and annual appraisals
- 3.5 Provide assistance to the CEO in determining and reviewing the organisational delivery plan

Management Information

- 4.1 Support the Managers and staff to develop and maintain efficient management information systems and procedures to meet changing requirements of the charity and its funders.
- 4.2 To work with managers and CEO to provide accurate provision of statistical information, returns and performance indicator data collection ensuring compliance with data protection legislation and legal and contractual obligations are met.
- 4.3 To assist with ensuring all required funding and monitoring reporting is completed
- 4.4 To maintain backup copies of all financial data, administrative records, returns submitted and monitoring information.
- 4.5 To liaise with IT and business providers to ensure data is safely managed and accessible
- 4.6 Contribute to, support and review all required achievements of Quality Management Systems.
- 4.7 To produce reports on data, finance and information as required.

Working with Others

- 5.1 To train other staff members the appropriate approved financial procedures to ensure good practise and compliance is embedded within the organisation.
- 5.2 To effectively communicate internally and externally on a daily basis by assisting people in a helpful and diplomatic manner and dealing with enquiries appropriately.
- 5.3 To support other team members and volunteers in carrying out their duties effectively.
- 5.4 To work in a way which demonstrates respect for and understanding of the diverse need, circumstances and lifestyle and choices of the service users.
- 5.5 To positively contribute to policies and procedures reviews during staff meetings and consultations.
- 5.6 Thrives in a fast-paced, dynamic work environment that requires adaptability, responsive decision-making, and strong multitasking skills
- 5.7 Driven by a strong passion to contribute to meaningful causes and make a positive impact through work in the charity and non-profit sector.

Additional Requirements

- 6.1 To work flexibly as required by the needs of the project, including occasional overtime, (We operate a time off in lieu procedure for overtime worked.)

- 6.2 Effective liaison and engagement with other professionals as appropriate.
- 6.3 To liaise effectively with any service providers to the charity to ensure compliance and effective management.
- 6.4 To support and positively promote the charity's activities, development and profile to service users and the wider community including assisting in the organisation and participation in publicity and fundraising events as required.

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

Person Specification

Essential Criteria – Successful applicants must have:

- 7.1 Degree or professional qualification (qualification ACA, ACCA, CIMA, AAT) in an appropriate discipline e.g. finance, business, accountancy.
- 7.2 Significant experience of budgeting, financial record keeping, appropriate regulations
- 7.3 Ability to use common sense, make independent decisions (as delegated) and establish and arrange priorities as required.
- 7.4 Excellent oral, written and communication skills
- 7.5 Technology Skills that supports communication and engagement
- 7.6 Ability to manage all aspects of the financial affairs for a growing and developing charity
- 7.7 Ability to analyse and interpret information and assess risk
- 7.8 Ability to manage staff effectively
- 7.9 Track record of improving financial systems and procedures with effective implementation.
- 7.10 Effective project management skills
- 7.11 Experience and skills with Microsoft 365 Office Suite including Intermediate Excel user or higher

Desirable Criteria – Applicants with these requirements are more likely to be successful

- 8.1 Successful experience within the charitable or public sector in the field of business management, finance or a related capacity
- 8.2 Understanding of charity commission regulations, charity law, and companies house regulations
- 8.3 Experience of using Xero and Futrli
- 8.4 Experience of IT problem solving skills
- 8.5 Experience of project management
- 8.6 Experience in the housing sector
- 8.7 Understanding of GDPR
- 8.8 Understanding of Safeguarding

Personal Attributes - required for the role

- 9.1 Numerical accuracy with attention to detail
- 9.2 Organised, methodical, and precise
- 9.3 Resourceful, responsible and committed to quality
- 9.4 Personal communication skills that support strong positive relationships and develop the charity's reputation
- 9.5 Ability to work in a busy, fast changing, high demand environment
- 9.6 Leadership skills as the postholder will be part of the senior management team.