FINANCE MANAGER JOB DESCRIPTION

Job Title	Finance Manager
Responsible to	Chief Executive
Responsible for	**3 Part-Time Finance Staff, 2 Part-Time Non-Finance Support Staff**, and future Volunteers (Revised based on context; original context cites Finance Staff & Volunteers, currently 5 P/T team members)
Salary	£44,687 - £50,352 FTE (DOE) (based on 37 hours per week FT)
Weekly hours	28 hours (flexible with organisational requirements)
Location	Stratford House Birmingham

Job Purpose and Role

The post holder will be responsible for maintaining **accurate financial control procedures** across the organisation. They will provide and present timely and accurate financial management reports to the CEO and the Board of Trustees. The role is key to ensuring financial functions are constantly appraised for efficiency, incorporating new ways of working and technology to support the charity's sustainable growth.

Principal Responsibilities and Duties

A. Financial Reporting, Compliance, and Audit

1. Prepare Management Accounts, including Month End, Quarter End, and Year End close for specified business functions.
2. Ensure the organisation has **proper budgetary and financial controls** in place and that accounts are produced strictly to **Statement of Recommended Practice (SORP) requirements**.
3. **Manage the Annual External Audit:** Take ownership of the annual external audit process, acting as the primary point of contact for external auditors to ensure compliance with legal and operating requirements, and facilitating the timely completion of Statutory Accounts (Added based on conversation history).
4. Perform balance sheet reconciliations, account analysis, and accrual calculations.
5. Monitor the financial performance of the charitable and trading activities of the organisation, analysing in detail and reporting initially to the Chief Executive and then to the Finance and General Purposes Committee and then Board.

B. Strategy, Budgeting, and Forecasting

6. Prepare annual budgets and **three-year financial forecasts**.

7. Work with the Board and Executive Team to produce the organisation's **strategy and business plan**.
8. Prepare variance analysis for senior management and report back to the Chief Executive and board regarding the nature and context of variances from budget.
9. Conduct financial analysis, **financial modelling, pricing, and business case production**.
10. Play an active role in the management team and provide **support for tendering bids** and financial advice.

C. Team Leadership, Operations, Partnerships and Efficiency

11. Oversee, manage, and supervise the small team of finance staff and volunteers delivering on sales ledger, purchase ledger, procurement, cash book, payroll, and other functions, ensuring **timely entries, reconciliation, and compliance** with legal and operating requirements. This includes conducting regular appraisals.
12. Appraise the financial function of the organisation in line with policies, actively **considering and appraising new ways of working and new technologies** to maximise the efficiency of the financial systems.
13. Be responsible for monitoring the **cash flow** of the organisation, including administering all bank accounts.
14. Ensure prompt banking of all monies received and the Bank reconciliations are completed on a regular basis by the team
15. Liaise with external payroll company to ensure prompt payment of salaries (and preparation of related administration), and ensure invoices are raised in a timely fashion by the team.
16. Liaison with third party partners, principally TES regarding Business Central and Cutter and Co, Payroll services to ensure positive relationships at all times

D. Governance, Risk, and Reserves

16. **Risk Oversight:** Own and manage the financial elements of the organizational Risk Register, assessing, reporting on, and managing associated risks to the Chief Executive and the Board
17. **Reserves Policy:** Be responsible for the monitoring and reporting of the organization's financial reserves against the approved Reserves Policy
18. **Investment Management:** Oversee the fixed asset register and administer/report on any organizational investments (Added based on conversation history).
19. **Gift Aid and Tax Management:** Oversee the administration and claiming of **Gift Aid** and monitor the financial performance of trading activities to manage tax implications (e.g., Corporation Tax, VAT) related to charitable trading

E. Professional and Administrative Duties

20. Be responsible for the preparation of their own administrative activity related to their role.

21. Maintain their own personal and professional development in accordance with their grade and role.
22. Ensure **accurate statistics are kept** of all work-related activity for inspection to identify trends and service outcomes and provide information for funding contracts.

Other Duties and Compliance

- The post holder must work within the policies and guidelines adopted by the Organisation, including but not exclusively **Safeguarding Adults Policy, Equality and Diversity, Health and Safety**

2. PERSON SPECIFICATION (E = Essential, D = Desirable)

QUALIFICATIONS

A degree qualification or equivalent evidence of continuous professional development or Qualification by Experience.	E
A **Professional Qualification and membership of an accounting body**	D
A Masters/post graduate degree or equivalent evidence of continuous professional development	D
A Management/Leadership Qualification	D

KNOWLEDGE AND EXPERIENCE

Experience of senior/strategic leadership within an organisation	E
Experience of working with **SORP and/or a not-for-profit organisation**	E
Experience of pensions, automatic enrolment, **VAT, and payroll systems**	E
A proven track record of leading and inspiring diverse teams to high level of achievement and innovation	E
A successful track record of successfully initiating, leading and managing associated risks	E
Experience of successfully developing and leading a strong performance and outcome focused culture	E
A proven track record of successfully developing high quality, cross sector partnerships with a wide range of partners	D
Evidence of a detailed understanding of working within **Trustee Boards**	E
Demonstrable track record of initiating, driving, developing and implementing strategies and plans relating to outcomes and impact	E
Experience of using Financial Systems such as **Business Central, Microsoft Dynamics, Sage, Sage Payroll or Quickbooks**	E
Experience of Report writing software	D
Experience of managing major change and change programmes	D
Experience of using research in the development of strategy	D
A working knowledge of relevant legislation including the political, legal and financial context of a charitable organisation	E
Experience of setting/monitoring budgets	E
Experience of devising and delivering training	D
Experience of developing and implementing policy	E

SKILLS AND ABILITIES

Ability to present complex financial information clearly and concisely in writing or verbally, with excellent written and spoken English	E
Analytical skills with the ability to exercise sound judgement and sensitivity	E
Ability to build effective teams and relationships and achieve results through others by leading, inspiring and motivating others	E

Ability to build and maintain effective relationships with partners, Board of Trustees	E
The ability to achieve change and results through **influence, negotiation and collaboration**	E
Good knowledge of quality assurance systems and the organisational accreditation	D

PERSONAL QUALITIES

Understanding of and a commitment to Equality of Opportunity	E
Team focused approach	E
Self-motivated	E
Flexible	E
Committed to continuously improving service delivery	E
Customer focus	E
Persistent and able to persuade others to meet your deadlines	E
Attention to detail	E
Excellent communication skills at all levels within and outside the organisation	E