

Finance Manager – Job Description

Responsible to	The Chief Executive Officer (CEO) The Treasurer
Line Managed by	The Chief Executive Officer
Accountable for	Line Management of Finance Staff Financial Strategy & Planning Financial Management & Reporting Strategic Level Income Generation Payroll, Staff Remuneration & Pension Contributions

Role:

The Finance Manager plays a senior management role in ensuring that Westway CT and its subsidiaries can achieve their business and social objectives, whilst maintaining operational viability and sustainability in a financially responsible and compliant manner.

They will be expected to provide day-to-day management of the financial activities and related systems of WCT and WCTT; ensuring that necessary controls and procedures are in place to provide timely, accurate and detailed financial information to the CEO, WCT Management Committee and WCTT Board of Directors. They will be able to provide evidenced assurance that ongoing financial and employer statutory and legal obligations are consistently met.

They will lead on the annual Financial Audit and production of annual Statutory Accounts, as well as annual Budget setting and monitoring. They will contribute to strategic planning and decisions; playing a key role in project pricing, fundraising and commercial tendering, with subsequent KPI and financial reviews.

They will be responsible for the line-management and performance of a Finance Officer, with a requirement to provide support to other colleagues regarding the financial aspects of their work and remuneration.

Main Duties and Responsibilities:

- To assist the CEO in the fulfilment of Westway CT's stated aims and objectives, whilst ensuring the financial probity of the organisation.
- To assist the CEO in ensuring that the organisation fulfils all its legal, statutory and regulatory responsibilities.
- To stay abreast of latest financial regulations, technologies, and trends.
- To manage and supervise the finance staff encouraging individual success, and professional development..
- To be responsible for the co-ordination, preparation and finalisation of reports for senior management and trustees, including monthly/quarterly accounts and providing written and verbal interpretation for committee meetings.
- To be responsible for the review and development of accounting software systems ensuring integration between finance and other in-house IT systems, with a particular regard to data collection for monitoring and pricing purposes.

- To develop and introduce performance indicators and undertake audits to demonstrate effective financial management.
- To maintain an overview and audit trail of the financial position across the whole of Westway CT.
- To work with the CEO and to lead on the preparation for and liaison with the Auditors on the Annual Audit.
- To work with the CEO and to lead on the preparation of strategic business plans and annual budgets for approval by committees and boards.
- To work with the CEO and senior staff to ensure that the organisation operates within the annual budget and delivers the organisation's business plan in line with key indicator targets.
- To monitor performance against budget and undertake variance analysis for early systematic detection of potential over and under spending.
- To provide feedback and support to budget holders on performance and implement remedial action.
- To ensure budget delegation arrangements and accountability are understood by budget holders and up to date records are kept.
- To work with the CEO and to lead on the preparation, approval and publication of the statutory separate and consolidated accounts of WCT & WCTT.
- To manage employer pension contribution and monthly outsourced payroll arrangements, ensuring that all staff are correctly remunerated.
- To lead on banking relationships and arrangements.
- To assist the CEO and senior staff in maintaining a sustainable income flow from self-generated opportunities and social enterprise 'spin-offs', as well as seeking donations or grants from individuals, corporate bodies, legacies and trust donations etc.
- To attend regular work review meetings with the CEO and undertake any training required to maintain the skills and knowledge necessary for the post.
- To represent the organisation at audits, service review meetings, external events and promotional opportunities as required.
- To contribute to the development, maintenance and adherence to a defined suite of policies and procedures across the organisation.
- To deputise for members of the senior team as required.
- To contribute to the induction process for new staff and committee members.
- To undertake any other duties as reasonably required by the CEO or DCEO.
- To adhere to and promote Westway CT's equality, diversity and inclusion policies, both within employment practices and external liaison with outside organisations and individuals.

The ideal candidate will need to be:

- An accredited qualified accountant (ACCA) (CIMA) or equivalent, with a minimum of 5 years' experience, preferably within the non-profit sector
- Proficient in Microsoft Office 365, Excel, Sage 50 and/or another similar accounting software
- Experience of managing a finance function within an overall turnover of around £2m, producing budgets, management accounts, cash flow forecasts and financial reports
- Aware of charity governance, including reporting standards and preparation of statutory accounts; VAT, PAYE and Pension regulations.
- Able to conduct financial scenario planning and cost analysis that proactively contributes to strategic and operational planning and improvements, ie. in the

case of investments and capital assets, grant applications, contract tendering, customer pricing, and credit control.

- A team player with good communication skills, able to explain finance matters in plain language, when working with internal colleagues and external stakeholders of varying financial experience.
- Motivated by Westway CT's social mission, with a commitment to equality, diversity and inclusion principles.

Further details

- Part time, flexible working role @ 21 hours per week, with starting salary of £55,000FTE with generous employer's pension contribution of 8%.
- West London office-based position – 10 minutes from Westbourne Park/ Ladbroke Grove Underground Stations and staff parking. Interest free travel card loan scheme is available.
- 25 days annual leave entitlement plus bank holidays, with additional discretionary three days Christmas leave.
- Discretionary employer contribution to relevant professional training and accreditation costs.