

## JOB DESCRIPTION

<b>POST TITLE</b>	Finance Manager
<b>HOURS</b>	37.5 hours per week
<b>SALARY</b>	£33,136 - £35,229 (NJC Scale 37-39)
<b>DURATION</b>	Permanent
<b>REPORTS TO</b>	Business Director

### JOB PURPOSE:

The post holder will be responsible for the development, maintenance and monitoring of all the organisation's financial systems including purchase ledger, cash flow, budgets and financial reporting.

### MAIN DUTIES:

1. Processing expenditure, income, bank and cash transactions onto QuickBooks accounting software.
2. Management of all bank and cash reconciliations.
3. General filing and administrative tasks.
4. Overseeing and monitoring day to day banking.
5. Responsible for Petty Cash Accounting and Staff Expenses.
6. Collation, obtaining relevant authorisations, and online inputting of payments.
7. Collation, obtaining relevant authorisation, and liaising with 3<sup>rd</sup> party payroll service provider.
8. Updating of OASIS system, reporting and assistance with controlling of refuge income and debtors (housing benefit charge).
9. Preparation and processing of accruals, prepayments, deferred and accrued income at agreed time intervals.
10. Provision of assistance with the review, updating and implementation of financial policies/procedures to ensure compliance with all relevant laws, accounting standards, etc.
11. Provision of assistance and timely information to the Business Director and CEO in connection with financial review, organisation wide budgeting, income and expenditure analysis, and reserve balances.
12. Preparation for review monthly or quarterly management accounts. This includes liaising with the management accountant and provision of such

ancillary information as required for the Board and the Finance Committee to understand the financial position of the organisation.

13. Liaising with and provision of information to the auditors.
14. Provision of assistance to ensure that the accounting software is able to produce timely and accurate financial reports.
15. Monitoring of project income and expenditure against projects to assist with the accurate recording of fund balances.
16. Providing assistance with drafting and submission of donor financial reports.
17. Liaising with programme managers to ensure activity correlates with expenditure.
18. Providing assistance with re-profiling of project budgets and seeking relevant clearances from donor.
19. Providing assistance with and control of the making of income claims, etc.
20. Preparation of annual accounts to trial balance to assist with the annual audit.
21. Liaise with and provision of information to the auditors.
22. Collaborate with the CEO and Business Director on an annual rent review.
23. Provide assistance with preparation of budgets and associated supporting paperwork.
24. Maintenance of accurate and complete project files (hard and/or soft copy).
25. Involvement in monitoring and identification of possible funding opportunities and communicating findings to the relevant personnel.
26. Such other tasks that may be requires from time to time as is necessary to ensure the efficient and effective operation of the finance function and the organisation.
27. Identify any safeguarding issues within the services for vulnerable adults and/or children and follow organisational safeguarding procedures to ensure the swift reporting of concerns to social services.
28. Ensure all matters of Health and Safety and well-being relating to staff and service users are implemented to the requisite standard and checked as required.
29. Maintain strict organisational confidentiality, professional boundaries and security procedures.

#### **GENERAL:**

1. Identify own training and development needs and participate in all training courses relevant to the Changing Pathway's commitment to providing high quality services.

2. Work at all times with due regard to the policies and procedures of Changing Pathways, including financial regulations, participating in their development and amendment where required.
3. Willingness to work outside normal working hours including evenings and weekends and to participate in promotional, fundraising and income generating events, activities and any other duties as may be reasonably required by the organisation.

**OTHER:**

1. The post is subject to a basic DBS disclosure which will be carried out at appointment of a candidate.
2. This post is subject to completion of a six month probationary period.
3. Must be mobile to visit sites and work across the whole contract area as required.
4. Post is open to women only under the Equality Act 2010, schedule 9, part 1

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.

**PERSON SPECIFICATION**

<b>EXPERIENCE</b>		
<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Assessed?</b>
Significant experience of finance management in a charity setting. Familiar with latest SORP requirements.	E	Application Form/Interview
Experienced user of QuickBooks Accounting Packages. Able to input and produce key reports in a timely way.	E	Application Form/Interview
Ability to produce project budgets to assist funding applications.	E	Application Form/Interview
Ability to produce year end accounts to trial balance to assist with the annual audit.	E	Application Form/Interview
To liaise with the auditors in the production of management and year end accounts	E	Application Form/Interview
Experience of developing and maintaining an effective donor database	E	Application Form/Interview

<b>KNOWLEDGE AND UNDERSTANDING</b>		
<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Assessed?</b>
Excellent knowledge of charity finance regulations and willingness to keep knowledge up to date.	E	Application Form/Interview
Excellent knowledge of Gift Aid and tax effective giving	E	Application Form/Interview
Experience or knowledge of the Domestic Abuse sector.	D	Application Form/Interview
Cultural sensitivity to work within the domestic abuse sector within an organisation with a feminist empowerment approach	E	Application Form/Interview
<b>SKILLS AND ABILITIES</b>		
<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Assessed?</b>
High level of determination and willingness to take on new challenges and responsibilities	E	Application Form/Interview
Ability to work in a flexible and responsive manner whilst prioritising work within a busy environment	E	Application Form/Interview
Ability to work strategically and contribute to the wider organisational context	E	Application Form/Interview
Experience of working with a payroll provider to input data in preparation for pay runs	E	Application Form/Interview
Excellent standard of written work and the ability to write effective commentary to financial reports	E	Application Form/Interview
Experience of client databases or willingness to learn	E	Application Form/Interview
Excellent organisational skills with good attention to detail	E	Application Form/Interview
Excellent IT skills including the ability to use Microsoft Office and donor case management databases	E	Application Form/Interview
Excellent problem-solving, analytical, technical, and numerical abilities.	E	Application Form/Interview
<b>EDUCATION</b>		
<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Assessed?</b>
An excellent standard of education	E	Application Form
Professional Accountancy Qualification – Part Qualified CCAB or CIMA and/or Fully Qualified AAT	E	Application Form
<b>OTHER</b>		
<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Assessed?</b>

Commitment to equal opportunities and anti-discriminatory practice	E	Application Form/Interview
Willingness to undertake training and a commitment to continuous personal development	E	Application Form/Interview
Willingness to work flexibly and able to travel to different sites and venues	E	Application Form/Interview

<b>Employee Signature</b>		<b>Date</b>	
<b>Manager Signature</b>		<b>Date</b>	