



Job Description

- **Role Title:** Finance Manager (Maternity Cover)
- **Line Manager:** CEO
- **Key Contacts:** Executive Team
- **Hours:** Flexible 14 -21 hours per week (up to 12 month Fixed Term Contract)

Overview of the role

Managing the day-to-day Finance responsibilities such as running payroll, completing VAT returns and preparing management accounts.

Responsibilities of the Role:

- Production of Quarterly group management accounts for parent charity and trading subsidiary, ready for the Executive Team to share with the Board of Trustees.
- Support the preparation of year end group accounts liaising, as necessary, with the charity's auditors.
- Oversee cash flow reporting, bank account management and control of cash in parent charity and trading subsidiary, liaising as necessary with the CEO and Operations Director to manage liquidity.
- Regular budget monitoring with the Operations team.
- Ensure compliance with all statutory bodies including HMRC, Charities Commission and Fundraising Regulator.
- Complete group VAT returns.
- Manage international VAT arrangements as necessary.
- Completing Payroll (SAGE) working with the HR Director to complete monthly payroll for all staff and ensure compliance.
- Manage robust credit control procedures to keep debtors days within target.

Job Description: Finance Manager

- Work with Operations Director to ensure compliance with financial aspects of Brexit, including tariffs relating to international transactions.
- Update and implement finance policies and procedures.
- Responsible for H&S, ensuring safe practice risks identified, ensure data protection is maintained for all members, client and Company data – liaising with Data Protection Manager (DPM) on any issues or concerns.

Person Specification

Specifications	Essential	Desirable
Demonstrate an understanding of and commitment to the ethos and values of the Charity	X	
Must demonstrate tact, diplomacy and confidentiality in all aspects of the role	X	
Excellent communication skills, both written and oral, with the ability to communicate effectively with people at different levels	X	
Qualified by experience or a minimum of AAT, with proven experience and knowledge of working in a Finance Manager role – preferably SAGE Accounts system	X	
Ability to prioritise and multitask, and to work to deadlines	X	
Proven self-starter, able to work on own and as a member of a team	X	
A flexible and pragmatic approach with the ability to work strategically and operationally	X	
Prior experience of VAT returns and processing of Payroll (if no prior experience, must be able to demonstrate a strong willingness to learn)		X