

## Job description

- **Role Title:** Finance Manager (Maternity Cover)
- **Line Manager:** CEO
- **Key Contacts:** Executive Team
- **Hours:** 17.5 -21 hours per week (August 2021 to End of March 2022)

**Overview of the role** Managing the day-to-day Finance responsibilities including but not limited to: SAGE payroll (32 staff), completing VAT returns, preparing management accounts and budget monitoring.

### 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 the debtor days within target.

Work with Operations Director to ensure compliance with any financial aspects of Brexit,-tariffs relating to international transactions.

Update and implement finance policies and procedures.

H&S, ensuring safe working practice is maintained, and any risks identified are reported. Ensure data protection is maintained including members, client, and Company data – liaising with Data Protection Manager (DPM) on any issues or concerns.

### Person Specification

#### Desirable

Demonstrate an understanding of and commitment to the ethos and values of the Charity

Must demonstrate tact, diplomacy and confidentiality in all aspects of the role

Excellent communication skills, both written and oral, with the ability to communicate effectively with people at different levels

Qualified by experience or a minimum of AAT, with proven experience and knowledge of working in a Finance Manager role – preferably SAGE Accounts system

Ability to prioritise and multitask, and to work to deadlines

Proven self-starter, able to work on own and as a member of a team

A flexible and pragmatic approach with the ability to work strategically and operationally

Ideally Prior experience of VAT returns and processing of Payroll (if no prior experience, must be able to demonstrate a strong willingness to learn

Reference ID: ICC Finance Manager  
Contract length: August 2021 to 31March 2022  
Part-time hours: 17.5 - 21 per week  
Application deadline: 31/07/2021  
Expected start date: August 2022  
Job Types: Part-time, Temporary

COVID-19 considerations:

We are currently still working from home, with visits to the office for meetings, payroll, and to sign off banking as necessary. Numbers in the office is restricted ie 16 – 20 people, all COVID precautions are in place, hand washing gels, face masks, social distancing.

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## Application questions

**We ask candidates to please apply with their CV and answer the following questions as part of their application:**

- How many years of AAT QUALIFICATION experience do you have?
- How many years of finance management, management accts experience do you have?
- How many years of Payroll & VAT experience do you have?
- What is the highest level of education you have completed?
- What accounts systems are you familiar with?

Submit applications to: [Patricia.Hawkhead@icatcare.org](mailto:Patricia.Hawkhead@icatcare.org) and [Emma.Alcock@icatcare.org](mailto:Emma.Alcock@icatcare.org)