Job Description

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| Job Title | Finance Manager | |
| Reporting to | CEO/Head of Business Support | |
| Salary & contract term | Up to £35,000 depending on skills and experience  Permanent  Full time 37 hours per week part time can be considered | |
| Location | Flexible at one of our offices across West Sussex and blended homeworking will be considered | |
| Team overview | Working in the finance and facilities team you will you’re your team and work closely with the CEO, Senior Leaders, Managers and staff across the organisation as well as the Trustee Board | |
| Line Reports | Bookkeeper, Finance Officer, facilities officers | |
| Role overview | * To have lead responsibility for financial and management accounting and budgetary control ensuring the timely and smooth running of the finance functions * Advise the CEO on all finance related matters and assist senior leaders to interpret financial information to make decisions * Lead the preparation of annual budgets, forecasts and monthly reporting * To ensure compliance with funders financial return requirements, National Citizens Advice, FCA and other relevant bodies and submit returns * Attend Board, Committee and SMT meetings, present reports on the analysis of financial performance, challenges and risks to business plan and strategy * Identify and mitigate risks associated with systems security, fraud and irregularities * Liaison with auditors * To ensure delivery of the payroll process and pension scheme * Liaise with company insurers, review premiums and take responsibility for business leases | |
| Main responsibilities | Key elements/Tasks |  |
| Financial Management | ● Advise Chief Executive on all finance related issues and assist senior leaders to interpret financial information to make decisions  ● Completion of all aspects of payroll, NI, Tax and operation of the pension scheme  ● Ensure completion of all accounting functions and banking requirements including invoicing, payments, BACS, Bank, reconciliations  ● Monitor and complete effective and efficient finance/administrative systems  ● Prepare monthly management accounts and ensurework with managers to ensure staff time allocation is completed  ● Prepare financial models, annual accounts, budgets and forecasts and liaise with the organisation's external auditors  ●Monitor and update all legal requirements such as funder, national Cit A, Companies House and Charity Commission returns  ● Ensure Reconciliation of Accruals, Prepayments, Debtors and Creditors are completed  ●Prepare, reconcile and manage the submission of VAT returns  ● Ensure that all finances are properly administered and that appropriate financial regulations and controls are in place and procedures used at all times with accurate record keeping | |
| Planning and Development | ● Work with the senior management team to create budgets and models to deliver the business plan and for new projects and services  ● Identify and develop efficient procedures and continuous improvement in policies, procedures, technology and software | |
| Premises and facilities management | * Manage leases and contracts, eg: telephony, equipment (such as premises and technology) * Work with others to ensure facilities related projects and responsibilities are delivered including health and safety requirements * Support business continuity and risk management in accounts and other areas of business * Manage premises contracts such as alarm, contract and other cleaning arrangements | |
| Management and Supervision | * Lead regular team meetings ensuring effective communication and up to date knowledge * Manage staff and volunteers through objective setting, supervisions and appraisal, ensuring their competence and support requirements are met * Use a range of techniques including coaching to colleagues and senior leaders across to develop their budget management skills | |
| Other Duties & Responsibilities | * Maintain information asset register and oversee GDPR compliance * Any other responsibilities as reasonably required * A commitment to continuous improvement and delivering efficiencies in own team and across the business * Ensure our values including Equality, Diversity and Inclusion are upheld | |

 Person specification

**Qualifications**

A-C (4-9) in English and Maths GCSE or equivalent

A recognized accountancy qualification (ACA/ACCA/CIMA)

**Knowledge and Experience**

**Essential Knowledge and Experience**

* At least 2 years post qualification experience managing accounts, financial control and planning budgets across multiple budget lines and cost centres
* Sound knowledge of VAT and charity finance rules
* At least 2 years recent Experience of producing month-end and audited year-end financial accounts
* At least 1 years supervisory experience

**Skills**

* Excellent personal organisation skills and self-motivation - able to create and follow processes, manage conflicting priorities and meet deadlines with attention to detail
* Excellent IT and digital skills - able to work independently using a range of applications, software and Microsoft office, in particular advanced Excel skills and use of QuickBooks, Sage or other accounting software.
* Excellent communication skills - with the proven ability to present reports verbally and in writing to audiences who are not financial experts
* Committed to continuous improvement - identifying improvements and efficiencies and maintaining CPD for yourself and others

**Attributes**

* A demonstrable commitment to the aims and principles of citizens advice including equality, diversity and inclusion and able to apply this to different aspects of your work

**Desirable**

* Charitable accounts experience including use of restricted and unrestricted funds and submitting financial returns
* Experience of developing financial models
* Experience of managing facilities functions such as leases and contracts