Job Description

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| Job Title  | Finance Manager  |
| Reporting to | CEO  |
| Salary & contract term | £37,000 to £40,000 dependant on experiencePermanent 24 - 37 hours per week (flexible for the right candidate) |
| Location | Flexible at one of our offices across West Sussex and blended homeworking will be considered  |
| Team overview | Working in the finance team working closely with the CEO, Senior Leaders, Managers and staff across the organisation, Trustee Board and managing a small team.  |
| Role overview | Working in a busy local charity, you will work with the Executive team to delivery the business strategy, manage risks and develop both the Charities overall budget and individual project budgets. You will be responsibility for ensuring the effective finance operations and undertake monthly forecasts, management accounts and the annual audit and reporting. As finance manager you will also hold responsibility for managing charity insurance policies, legal compliance, leases, payroll and service contracts whilst managing a small team to deliver the day to day functions.  |
| Main responsibilities | Key elements/Tasks |  |
| Financial Management  |  ● Ensure completion of all accounting functions and banking requirements including invoicing, payments, BACS, Bank, reconciliations● Ensure the completion of all aspects of payroll, NI, Tax and operation of the pension scheme● Monitor and complete effective and efficient finance/administrative systems● Prepare monthly management accounts and ensure work 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 * Advise Chief Executive on all finance related issues and assist senior leaders to interpret financial information to make decisions
* Draft and submit annual reports and finance reports to the Board
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| 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 |
| 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
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| Other Duties & Responsibilities  | * Maintain information asset register and oversee GDPR compliance
* Manage leases and contracts as appropriate
* Support business continuity and risk management in accounts and other areas of business
* 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
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 Person specification

**Qualifications**

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

Desirable – a recognized accountancy qualification (ACA/ACCA/CIMA)

**Knowledge and Experience**

**Essential Knowledge and Experience**

* At least 2 years full time equivalent experience managing accounts, financial control and planning budgets across multiple expenditure lines and cost centres
* Sound knowledge of accrual accountancy, VAT and charity finance including reserves and restricted funding
* At least 2 years recent experience of producing month-end management accounts and audited year-end financial accounts

**Skills**

* Excellent 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 applied to a finance role, working independently using a range of applications, software and Microsoft office, in particular advanced Excel skills and use of QuickBooks
* Excellent communication skills – able to proven ability to present reports verbally and in writing to audiences who are not work with non finance staff to explain complex information, gain information to develop budgets and forecasts, write and present reports

**Attributes**

* A demonstrable commitment to the aims and principles of citizens rk forward. including equity, diversity and inclusion and apply this to different aspects of your work
* Personal resilience and able to find solutions and move

**Desirable**

* Charitable accounts experience including use of restricted and unrestricted funds, charity house obligations and submitting financial returns
* Experience of developing financial models
* Experience of managing leases, insurance and facilities service contracts
* At least 1 years staff and team supervisory experience