Finance Manager – PS – September 2020

Job description point	Skills & qualities	Knowledge & qualifications	Experience
1.1 Financial analysis & reporting			
In conjunction with CEO and Finance Sub-Committee, complete new budgets at start of financial year for each project and input on QB	Ability to interpret financial information succinctly for people without financial skills.	Qualified accountant status (AAT Level 4, ACCA, CPFA or ACA) or equivalent or be working towards a qualification (D)	At least two years' experience of helping prepare budgets in a similar-sized organization.
Ensure accurate accounting for all transactions against budgets and preparation of the annual final accounts fulfilling all Charity SORP requirements;	Excellent numeracy and ability to undertake detailed work with accuracy.		Charity funds accounting and Charity SORP experience
Along with the Finance Administrator, reconcile all balance sheet items and review trial balance transactions for accuracy and completeness before completing month end processes including journaling all debtors and creditors.	Excellent organisational skills and an eye for detail.	Knowledge of Quick Books Online (D)	Experience of using financial accounting software
Create monthly summaries of progress against budgets, flagging variances and analysis of predicted out-turn at the end of the year; Produce actuals to budget Management Accounts quarterly with the CEO for the Finance sub-committee and Trustee Board to review.	Good working knowledge of Microsoft Excel & Word Knowledge of all areas of the Microsoft 365 suite (D)		At least two years of experience of financial reporting
Provide financial advice to the CEO and Trustees around financial decisions and charity updates affecting the Charity	Ability to analyse financial data against the business model.	Good understanding of how financial information supports operational and strategic decision-making.	

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Complete all financial reporting required by Citizens Advice as part of the Performance Quality Framework, in a timely way.		Knowledge of Cit A templates and processes (D)	Experience of financial health performance monitoring.
1.2 Liaison with financial service providers			
Prepare all documents requested by accountants for audit	Excellent organizational skills.	A good understanding of the audit process and what is required.	Experience of preparing paperwork for audit or independent examination
1.4 Senior Management Team			
Work with the SMT to develop, implement and monitor the Strategic, Operations and Business Plans	The ability to think at a strategic level	A good appreciation of the planning process and how the strategic decisions impact on organisational priorities.	At least two years' experience of monitoring against plans
2.1 Staff management			
Create a positive working environment in which equality and diversity are well-managed, dignity at work is upheld and staff can do their best.	Tactfulness and an ability to be diplomatic in difficult situations.	A good understanding of working in a diverse team in a busy environment.	Experience of leading a finance team (D)
Participate in recruitment and selection activities as delegated.	Ability to make impartial judgements about candidates.		Experience of volunteer or staff selection (D)
Participate in the induction of new staff as delegated.		An understanding of how to support someone into a new role.	

Ensure the effective performance management and development of volunteers or staff through regular supervision sessions, the appraisal process and learning and development.		An understanding of the value of systematic staff supervision and appraisal.	Experience of line-managing staff or volunteers
Job description point	**Skills & qualities**	**Knowledge & qualifications**	**Experience**
2.3 Other duties and responsibilities			
Uphold the aims and principles of the CAB service and its equal opportunities policies.		An excellent understanding of the aims, principles and policies of the Citizens Advice service.	Experience of managing confidentiality (preferably in a Citizens Advice context).
	Have the ability to challenge discrimination.	Have a good appreciation of equality and diversity	
Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.		A good knowledge of safeguarding and health & safety procedures.	Experience of working within health & safety guidelines.
Together with colleagues, ensure the delivery of CAT&W services to the highest quality.	A commitment to continuous improvement		Experience of applying quality standards (D)
Be responsible for own professional development. Identify and implement own learning and development needs.	Commitment to keeping own skills current and improving practice.		Experience of receiving training or other learning and applying that at work.
Carry out administrative tasks related to the job.	Excellent administrative and organisational skills		

Be mindful of own wellbeing and support needs and to communicate these effectively to the line manager		Understanding of wellbeing at work & identify potential problems.	

KEY: (D) means desirable but not mandatory

CMH 22.09.20