Finance Manager

Role Description – September 2020

Hours: Two days per week (14.8 hours) worked flexibly to suit, with the opportunity to work from home

Payment: **£28,000 FTE Pro rata** £11,200 actual

Contract type: Employee (net payment) or contractor (gross payment)

Responsible to: Chief Executive Officer

Responsible for: Finance Administrator

Role Purpose: To provide financial advice and expertise to the organisation. Take responsibility for the smooth operation of the financial accounting, budgeting and reporting systems and procedures.

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1. Key responsibilities

1.1 Financial analysis & reporting

- In conjunction with the CEO, Treasurer and Finance Sub-Committee, complete new budgets for the organisation at the start of the financial year including a breakdown by project and input on QuickBooks.
- Ensure accurate accounting for all transactions against budgets and preparation of the annual final accounts fulfilling all Charity SORP requirements.
- Create monthly summaries of progress against budgets, flagging variances and analysis of predicted out-turn at the end of the year.
- 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.
- Produce actuals to budget Management Accounts quarterly with the CEO for the Finance sub-committee and Trustee Board to review.
- Create financial reports to the requested templates for funders on individual projects.

- Provide financial advice to the CEO and Trustees around financial decisions and charity updates affecting the Charity.
- Complete all financial reporting requirements by Citizens Advice (our National Body) in a timely way including project reporting.
- Ensure accurate allocation of overheads cross charges and salaries by cost-centres.
- Advise the CEO and Trustee Board on any necessary improvements to financial processes or internal controls and implement agreed changes.
- Maintain an overview of the cashflow and advise of transfers between bank and investment accounts when needed.
- Review progress against targets of investments against investment policy and calculate the potential returns for the Board to review.
- Produce information from spreadsheets and databases.

1.2 Liaison with financial service providers

- Prepare the annual final accounts for the organisation and liaise with the external accountants over the audit of those accounts or the production of a independent review.
- As required, liaise with the external providers/brokers, regarding both the Payroll bureau (when required) and the Group Pension Scheme and feedback to the CEO with any problems or suggestions.

1.3 Managing the Finance Administrator

- Line-manage the Finance Administrator, setting tasks and monitoring out-puts.
- Providing support to ensure that work-loads are achieved within the time available.

1.4 Senior Management Team

- Work with the SMT to develop, implement and monitor the Strategic, Operations and Business Plans.
- Produce reports for Trustee Board Meetings together with colleagues.
- Identify potential risks to the reputation or services of the CAT&W.

2. General activities

2.1 Staff management

- Supervise the work of designated staff to ensure that standards meet Citizens

Advice requirements and all external standards.

- Attend meetings of paid and unpaid staff.
- Create a positive working environment in which equality and diversity are well-managed, dignity at work is upheld and staff can do their best.
- Ensure the effective performance management and development of staff through regular supervision sessions, the appraisal process and learning and development.
- Plan and allocate work, monitor achievement of deadlines and support staff as appropriate.
- In accordance with Citizens Advice and service procedures assist the chief officer in implementing employment policies and procedures.
- Encourage good teamwork and lines of communication between all members of staff.

2.2 Learning and development of line managed staff

- Maintain the service area's learning and development plan. and
- Identify the learning and development needs of staff through support and supervision and contribute towards CAT&W's learning and development plan.

2.3 Other duties and responsibilities:

- Promote the aims, policies, and membership requirements of the CAB service.
- Uphold the aims and principles of the CAB service and its equal opportunities policies.
- Be responsible for own professional development by identifying and implementing one's own learning and development needs.
- Together with colleagues, ensure the delivery of CAT&W services to the highest quality by being a part of the Management Team.
- Use IT for statistical recording, record keeping and document production.
- Carry out administrative tasks related to the job.
- Participate fully in the life of CAT&W, attending meetings, internal planning events etc.
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.
- Be mindful of own wellbeing and support needs and communicate these effectively to the CEO. and
- Carry out any other appropriate tasks requested by the CEO to ensure the effective delivery and development of the CAT&W services.