JOB TITLE: **Finance Manager**

RESPONSIBLE TO: **Chief Executive Officer**
With a dotted line to our treasurer / s
(please review organisational structure)

PURPOSE OF THE POST:
The Finance Manager will be part of the Senior Leadership Team (SLT) within the charity. They will champion the charities strategy and lead on financial aspects of the strategy. They will act with integrity and take pro-active action to ensure the charities finances are in order with financial planning for the future always factored.

You will be responsible for carrying out all financial, accounting and related administrative procedures in order to meet legislative requirements and support the operation of the charity. The post holder will work closely with the charity treasurer and produce timely reports for the CEO and board.

The Finance Manager must work within the legislation governing charity finance and exceed best practice wherever possible ensuring full compliance at all times.

Main Duties and Responsibilities

Leadership

- Act as a member of the Senior Leadership Team
- Prepare, attend and contribute at SLT meetings providing updates in line with our strategy
- Champion the charity's strategy and ensure everything we do aligns with our strategy, values and aims as a charity
- Adhere to all financial policies and procedures at all times alongside leading and implementing new processes where needed in consultation with the CEO
- Lead on the financial sustainability of the charity through ensuring there are sufficient reserves at all times and implement an action plan where there are insufficient reserves with other SLT members

Reporting

- Prepare and present monthly financial management information for the CEO and quarterly management information for the board
- Produce reports for line managers on project expenditure and provide advice and management instruction on areas needing attention
- Work with the treasurer to prepare a quarterly board financial dashboard

- Prepare and present future financial projections for the CEO and board to ensure the charity is planned for all events

Statutory Reporting, Compliance, Audit and Risk

- File all company and statutory returns on time and update internal records with confirmation details including but not limited to Companies House, Charities Commission and HMRC
- Lead on the preparation of the annual accounts liaising with treasurer and external accountant
- Ensure all financial information is held digitally on our shared drive and reduce all paperwork in line with our paper lite strategy
- Manage the charity asset register and report discrepancies to the CEO
- Keep a register of accounts and passwords up to date as part of business continuity procedures which is shared with the CEO
- Contribute and share responsibility for the charity risks register in terms of finance ensuring that risk mitigations are identified and actioned wherever possible
- Provide login details to staff for pay slips, pension information and other finance accounts as needed
- Maintain grant register and applicable documentation i.e. grant awarding letters

Capacity Development

- Assist the charity with funding applications
- Assist with bidding for contracts and tenders to secure new business
- Identify and action income generation ideas
- Strengthen capacity of the charity through the use of volunteer and student placements within finance related matters

Management Accounting – Budget and Planning

- Lead in the preparation of budgets with members of the SLT for board approval
- Manage all project budgets ensuring overspend does not occur and underspend is reported early to the CEO for action to be taken
- Produce reports and financial information for both restricted and unrestricted funding
- Produce finance reports for funders in a timely manner ensuring all funds have been used for the funded purpose
- Produce invoices for grants, events, training and other purposes as required in a timely manner ensuring that any debt is actioned
- Process all expense claims for staff and volunteers in line with our policies and procedures
- Prepare and process monthly salary claims in a timely manner
- Process monthly pension payments and do the reconciliation for the auditors
- Manage client accounts i.e. money held on behalf of community groups and produce all documentation as required
- Reconcile all bank accounts
- Pay in cash and cheques received in a timely manner

- Reconcile petty cash and maintain cash register. Implement an appropriate plan to reduce the need for petty cash through online payments
- Review contracts and suppliers at timely intervals to ensure value for money is being achieved. Keeping a contract and supplier register for scrutiny.
- Pay bills in a timely manner and where possible set up direct debits for bills to reduce unnecessary administration.
- Prepare and enter journal entries into QuickBooks Pro in a timely manner ensuring transactions are properly recorded and entered

General

- Ensure that all health and safety measures are implemented and followed at all times.
- Act as a fire marshal and first aider for the office.
- To help the team evaluate and develop the charity.
- Participate in the VASWS Staff and Volunteer Team, with regards to all matters that require a team approach; e.g. strategic planning and office procedures; and maintain a helpful and supportive approach to staff, volunteers and trustees.
- To attend all team meetings and training courses/events/days arranged.
- To have a good knowledge of the other work and projects carried out by VASWS be able to refer within the organisation effectively and make sure team members are kept aware of your work.
- Contribute to and comply with VASWS policies and procedures, paying particular attention to issues of equal opportunities.
- Undertake professional development/training to meet developing requirements and to maintain necessary skills and knowledge to carry out the duties as specified.
- To carry out other tasks relevant to the post and as required by the CEO and board.

CONDITIONS OF SERVICE

SALARY:	**Starting salary £28,000 (Full Time Equivalent-FTE)** **Salary will increase on successful completion of probation period to £30,000 (FTE)**
HOURS:	**14 hours per week over a minimum of two days. One day must be a Tuesday as this is a working day for all staff members in the charity.**
ANNUAL LEAVE:	**25 days per annum, plus the period between Christmas and New Year, plus all public holidays. This will be pro rata for part-time working.**
PENSION:	**6% Employers Contribution**
LOCATION:	**Based in our VASWS office with travel throughout Guildford & Waverley required to attend meetings**

	PERSON SPECIFICATION	**Essential**	**Desirable**	**Evidence**
1	Relevant Level 3 or above accountancy qualification		**YES**	**A / C**
2	Membership with a professional body i.e. ACCA, ICAEW, CIMA, CIPFA or another applicable body		**YES**	**A / C**
3	Experience of managing volatile budgets and of business continuity processes	**YES**		**A / I**
4	Excellent knowledge and understanding of QuickBooks	**YES**		**A / I**
5	Excellent knowledge of charity accountancy and reporting	**YES**		**A / I / T**
6	Excellent knowledge and experience of Microsoft Excel and other Office packages	**YES**		**A / T**
7	Experience of producing accounts and taking part in audits within a charity	**YES**		**A / I**
8	Excellent numeracy skills with an ability to understand complex financial issues with outstanding attention to detail and analytical skills	**YES**		**A / T**
9	Excellent knowledge of financial systems i.e. monitoring budget management, processing invoices and grant applications	**YES**		**A / I**
10	Leadership experience within a charity or related field		**YES**	**A / I**
11	Able to manage own workload, meet competing priorities and deadlines	**YES**		**A / I**
12	Able to follow policies, procedures and governing documents	**YES**		**A / I / T**
13	Excellent written and verbal communication skills	**YES**		**A / I**
14	Experience of presenting financial information in meetings		**YES**	**A / I / T**
15	Committed to our paper lite strategy and utilising digital options wherever possible	**YES**		**A / I**
16	Flexible to meet the needs of the charity	**YES**		**A / I**
17	Committed to working in person at our office	**YES**		**A / I**

Evidence:
A – Application Form
I – Interview
T – Task
C – Certificate