

JOB DESCRIPTION

Job title	Finance and Monitoring Manager
Reporting to	Chief Executive
Responsible for	Staff and volunteers as appointed
Salary	£32,000 - £35,000 per annum plus 6% pension
Hours	36 hours per week
Holiday	25 days plus bank holidays
Location	Laurels Healthy Living Centre
Contract	Permanent

Purpose and objectives of the role

You will have responsibility for the day to day accounting and financial management of the charity and its trading arm. As a key member of the Senior Management Team, you will work closely with Trustees and other senior managers to support strategic growth of the organisation.

In particular, you will be responsible for:

1. Formulating and ensuring the implementation of the Financial Management Strategy.
2. Preparing monthly and quarterly management reports and providing advice and reports to the Chief Executive, Finance and Investment Sub-Committee and the Board of Trustees on organisational finances.
3. Managing the preparation of Statutory financial reporting for audit, in line with SORP regulations
4. Taking the lead in monitoring of services and projects to ensure compliance with charitable objects and contractual obligations.
5. Ensuring a timely and accurate monthly payroll.
6. Contributing relevant financial and monitoring information for business development.
7. Motivating and managing staff and volunteers as assigned.

Main duties and responsibilities

Financial strategic leadership

1. To provide sound financial advice to Trustees and Chief Executive and to take the lead in formulating the Financial Management Strategy including working collaboratively with budget holders across the organisation to ensure its implementation.
2. To ensure financial policies and procedures are up to date.
3. To conduct financial risk assessments and ensure appropriate risk management techniques and financial controls are embedded throughout the organisation at strategic and operational levels.
4. To contribute relevant financial and monitoring information to assist with strategic

organisational development including business planning, fundraising and contract tender applications.

Finance management

5. To ensure the financial records of the organisation are effectively maintained, ensuring that records are kept up to date and are accurate including income, expenditure and petty cash.
6. To produce accurate and timely monthly management accounts and reports.
7. To prepare accurate, timely and high quality quarterly management accounts including balance sheet, cash flow, variance analysis, debtor reporting and donor reports.
8. To take the lead in the preparation of the annual budgeting process and managing the submission of the management information to Trustees for approval.
9. To maintain an up-to-date and accurate asset register for the organisation.
10. To prepare and submit timely tax and VAT returns for the organisation.
11. To prepare financial accounts ready for audit, ensuring these are compliant with Charity SORP and Financial Reporting Standards and legislation; and ensure annual returns are submitted on a timely basis.

Payroll

12. To undertake preparation and payment of monthly payroll and pensions and ensure that information is correctly entered onto the financial system.

Monitoring and compliance

13. To co-ordinate the formulation of a CRM strategy including the development and implementation of the Salesforce CRM system.
14. To work with senior managers and staff to develop systems for monitoring and evaluation.
15. To maintain a record and manage compliances with all contractual obligations including service contracts and leases.
16. To take the lead in the effective deployment and utilisation of the Salesforce CRM system and ensure provision of timely and regular reporting of performance data effective with a focus on how they can be used to drive business decisions and marketing activity.

Leadership and management of people

17. To provide effective line management and support for relevant staff, contractors and volunteers to ensure performance targets are met.
18. To support staff and volunteers to be effective in managing volunteers they are responsible for supervising.

Community involvement

19. To ensure effective community engagement into activities and events under your area of control.

Partnership working

20. To take opportunities to develop delivery partnerships.

Team working

21. To promote a positive team environment and work well as part of the Bridge senior management team to co-ordinate activities and resources in order to meet the Bridge's charitable purpose.

Customer care

22. To be responsible for promoting high levels of customer care within the service.

Equality

23. To understand, promote and implement the Bridge's equality policy, recognising social and cultural diversity in the delivery of services, management of facilities, contract management and staff/volunteer recruitment and management.

General

24. To comply with the statutory provisions of all Health and Safety, associated legislations and all Trust policies and procedures including commitment to ethical and environmentally sustainable practices.

25. To be able to work flexible hours to meet service needs including working some evenings and weekends.

26. To undertake appropriate training as and when required.

27. To recognise that the principal place of work is as stated in the Job Description – however, the Bridge has offices in other buildings which you may need to cover as required.

28. To recognise that the above mentioned responsibilities are neither exclusive nor exhaustive and the post holder may be required to carry out other duties commensurate with the grade of the post.

PERSON SPECIFICATION

Job title	Finance and Monitoring Manager
Department	Finance
Date	May 2016

Criteria	Essential	Desirable	Assessment
Qualifications			
1. Fully qualified CCAB accountant or a minimum of five years' experience in a similar role.	X		AF/Test
2. Evidence of continuous professional development.	X		AF
Experience			
3. At least 3 years' financial management and accounting experience including preparing end of year accounts, quarterly management accounts, annual budget, bank reconciliations and financial risk management.	X		AF/Test/ Interviews
4. Experience of providing payroll services.	X		AF/Interviews
5. Experience of managing CRM systems and providing key project performance information management reports.		X	AF/Interviews
6. Experience of managing people including leading and motivating high performing teams of staff, volunteers and contractors.	X		AF/Interviews
Special skills, knowledge and personal attributes			
7. Strong knowledge of SORP, charity law and VAT.	X		AF/Test/ Interviews
8. Good knowledge and understanding of key legal/policy areas including: risk management, equal opportunities and charity regulations.	X		Interviews
9. Knowledge of CRM systems and demonstrable understanding of project monitoring and outcome reporting.	X		AF/Interviews
10. Proficient and proactive in the use of Information Communications Technology including QuickBooks, Excel, Other MS Office, Social Media and MS Outlook.	X		AF/Test/ Interviews
11. Excellent team working skills and also able to work on own initiative.	X		Interviews
12. Ability to plan, organise and prioritise work to meet tight deadlines.	X		AF/Interviews
13. Self-starter, creative, innovative and excellent problem solving skills.	X		Interviews
Personal attributes			
14. Excellent communication skills and ability to	X		Interviews

build and maintain good working relationships with employees and external contacts. 15. High level of integrity, honesty and trustworthiness and ability to maintain confidentiality at all times.	X		AF/Interviews
Circumstances 16. Readiness to work flexibly, recognising the need to work evenings and some weekends	X		AF/Interviews

Note: AF = Application Form/Supporting Statement