

### **Job Description**

Job Title:	Finance Manager
Salary:	£17,423 per annum (£32,233 full-time equivalent)
Hours:	20 hours per week
Responsible to:	Chief Executive
Primary Bases:	The Innovation Centre, Kirkleatham Business Park and the TAD Centre, Ormesby Road, Middlesbrough.

#### **1. Job Purpose**

The Finance Manager will be responsible for contributing to sustainable development of Carers Together by undertaking all aspects of financial accounting and management.

#### **2. Duties and Responsibilities**

- 2.1 To work closely with Chief Executive to prepare budgets and cost development plans.
- 2.2 To maintain the organisation's financial records in line with policy, procedures, funding and monitoring requirements.
- 2.3 To manage and administer the monthly payroll process.
- 2.4 To prepare and submit annual financial accounts as required by the Chief Executive and the Board of Directors in accordance with relevant legislation and accounting procedures.
- 2.5 To prepare financial reports and management information as required by the Chief Executive and Board
- 2.6 To provide advice on the organisation's financial policy and procedures to the Chief Executive and Board of Directors.
- 2.7 To liaise with Carers Together's independent examiners regarding the preparation of the annual accounts, in line with legal requirements and ensure submission to the relevant authorities.
- 2.8 To maintain up to date awareness of national, regional and local developments in matters relating to voluntary and community sector funding and finances through continuing professional development.

- 2.9 To maintain and update the organisation's existing financial systems and implement changes as required.
- 2.10 To undertake day to day financial management for the organisation including electronic payments and invoicing.
- 2.11 To participate fully as a member of the staff team, attending meetings and sharing information.
- 2.12 To support the Chief Executive in developing organisational plans and bid preparation and to provide monitoring and evaluation reports for funders and contracting organisations.
- 2.13 To provide financial management and support to external organisations under formal hosting arrangements.
- 2.14 To work collaboratively with colleagues across Middlesbrough, Redcar and Cleveland
- 2.15 To maintain electronic and/or written records, statistical data, provide written reports and attend relevant meetings as required.
- 2.16 To uphold and implement the organisation's policies and procedures in all aspects of work.

### 3. General

- 3.1 To participate fully as a member of the staff and volunteer team including attending meetings, sharing information and working collaboratively with other staff and volunteers to ensure all services are delivered.
- 3.2 To work collaboratively with colleagues in other agencies.
- 3.3 To maintain written/electronic records using the organisation's database, provide written reports and attend relevant meetings as required.
- 3.4 To adhere to all service standards, policies and procedures of Carers Together.
- 3.5 To administer and organise own work to ensure that it meets quality standards, deadlines and reporting requirements.
- 3.6 To undertake any other tasks or duties that may arise which are commensurate with the level of this post and as directed by the Chief Executive.

4. Management

The post holder will receive day to day management, supervision and appraisal from the Chief Executive.

5. Working conditions

The working pattern for the role will be agreed with the successful applicant within the normal working days of Monday to Friday, 9.00 a.m. – 5.00 p.m.

Some evening and weekend working may be required but will be agreed in advance with the postholder.

Overtime will not be paid, but approved time worked in excess of the postholder's contracted hours should be taken as time off in lieu.

Full-time employees have a holiday entitlement of 30 working days (222 hours) per year plus statutory/bank holidays. For part time staff, holiday entitlement is calculated on a pro-rata basis based on their contracted hours.

This job description is intended as a guide to the duties and responsibilities of the post and may be amended from time to time, subject to developing organisational needs, and following appropriate consultation with the post holder.

**Person Specification**

<b>Section</b>	<b>Criteria *</b>	<b>Assessed By**</b>
Education	A recognised qualification or demonstrable experience in accounting – ACCA, ACA, CIMA, AAT-Level 3 and above (or equivalent) (E)	A
Knowledge	In-depth knowledge of financial monitoring and reporting systems. (E)	A, I
	Understanding of voluntary sector funding processes (E)	A, I
	Knowledge of charity accounting and reporting standards, SORP and related legislation (E)	A, I
Skills	Demonstrable IT competence including accounting systems, Microsoft Word, Excel and Outlook (E)	A, S
	Ability to organise and prioritise work on own initiative and meet deadlines (E)	I, S
	Strong written and verbal communication skills (E)	A, I
	Sound problem solving skills (E)	I
	The ability to present complex information to non-finance staff and Trustees in an accessible format (E)	I, S
Experience	A minimum of 2 years' experience in an accounting and/or financial management role to include budget planning and monitoring, the production of management accounts and annual financial accounts (E)	A, I, R
	Experience of pension administration and auto-enrolment (E)	A, I
	Experience of using accounting and payroll software packages (E).	A, S
	Experience of accounting and/or financial management in the charity / voluntary / NFP sector (D)	A, I, R
	Experience of successfully working with third parties including external independent	A, I, R

	examiners, funders and partners (D)	
	Experience of using Sage (D)	A, I
	Experience of managing a payroll process (D)	A, I
	Experience of writing funding bids, tenders and providing monitoring reports. (D)	A, I
General	Commitment to continuing professional development and to undertake training relevant to the role and organisational practice (E)	A, I
	Commitment to working in partnership with others (E).	A, I
	Flexible team worker (E)	I
	Satisfactory enhanced DBS clearance (E)	D
	Ability to travel between offices and community locations as required (E).	I

\* Essential (E), Desirable (D)

\*\* Application form (A), Interview (I), References (R), Selection Exercise (S), DBS (D)