# CARERS SUPPORT CENTRE (CSC)

# JOB DESCRIPTION

Job title: Finance Manager

## Responsible to: Chief Executive

Responsible for: Finance Assistant

**Hours of work:** Up to 26.25 hours per week

**2.5 days minimum requirement per week, up to 3.5 days (based on a 37.5 hour week)**

**Salary** £28,409 - £30,615 pro rata

**Place of work:** Carers Support Centre, Gill Avenue, Fishponds

**Main Aims of the post**

**To:**

* review current finance support systems taking into account developments in IT making recommendations to the Senior Management Team and Board of Trustees
* ensure appropriate risk management techniques and financial controls are embedded throughout the charity at strategic and operational levels
* be responsible for the development and maintenance of procedures and systems to support the effective control and expenditure of financial resources
* support the Chief Executive, Treasurer and staff team on financial matters providing regular reports on income and expenditure including monthly management accounts

**Main tasks**

**1. Day-to-day finance function**

**To:**

1.1 ensure that effective income and expenditure records are kept for the organisation and the social enterprise.

1.2 maintain records of grants and other funding received and check payments against expected receipts, liaising with funders as necessary.

1.3 maintain records of donations and other income received.

1.4 line manage the finance assistant providing regular support, supervision and appraisal and ensure that:

* + invoices and staff / volunteer expenses are paid in a timely fashion in line with agreed financial procedures
  + banking, credit card receipts and petty cash are managed, in line with the financial controls policy.

1.5 raise and issue invoices in line with agreed financial procedures.

1.6 continue to administer the payroll, including preparation of BACS transfer data, administration of auto enrolment to the pension scheme, payment of tax and NI, with a view to exploring options for outsourcing this function within the first three months of being in post

1.7 ensure that all computerised financial records are regularly and adequately backed up both on-site and off-site

1.8 regularly review our Full Cost Recovery (FCR) model and fully implement all budgets on this basis.

1.9 provide an external interface with banks, auditors, pension provider and investment managers

**2. Support for the Chief Executive and Treasurer**

**To:**

2.1 maintain regular liaison with the Treasurer

2.2 contribute to the strategic direction of the charity

2.3 prepare data for monitoring reports and the annual audit, and liaise with the Chief Executive and auditors as required in connection with preparation of the annual accounts.

2.4 provide the Chief Executive, Treasurer and relevant management staff with regular reports on income and expenditure including monthly management accounts for the board of trustees

2.5 lead the charities planning and budgeting processes ensuring that strong processes are in place for resource allocation and performance monitoring at all levels of the charity.

2.4 support the Chief Executive with the preparation of financial information for funding bids and in the tendering process for contracts.

**3. General**

**To:**

3.1 ensure that all work is carried out in accordance with CSC’s policies and procedures.

3.2 undertake any other duties commensurate with the grading of the post, as agreed with the Chief Executive.

**PERSON SPECIFICATION**

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| --- | --- |
| **Qualifications**   * Accounts or financial management equivalent qualification | **E** |
| **Experience/Knowledge of:**   * Accounting systems, including; financial controls, cash-flow, balance sheets, multiple classes, intercompany transactions, returns on investments, recovery of central recharges and yearly accounts * Using a range of computerised accounting software packages (QuickBooks is the system we currently use) * Managing payroll systems through computerised accounting systems, including Inland Revenue requirements, auto enrolment to pension scheme and real time information (RTI) procedures * Calculating and managing VAT returns and monitoring of VAT thresholds * Line management experience including supervision and appraisal * Voluntary sector/not-for-profit financing and financial requirements for charities * Carers issues | **E**  **E**  **E**  **E**  **E**  **D**  **D** |
| **Skills:**   * Computer literacy (Microsoft Office 2010 Suite) more specifically intermediate level in Excel spreadsheets * Good verbal and written communication skills * Ability to present complex information in a clear and understandable format * Excellent organisational, time management skills with a demonstrable ability to plan and prioritise workload, meet deadlines and respond well to challenges | **E**  **E**  **E**  **E** |
| **Attributes**   * Ability to work on own initiative, with minimal supervision and come up with creative solutions to solving issues * Ability to work collaboratively and proactively with Senior Management, Trustee Board and as part of the wider staff team * A commitment and an ability to work in accordance with Diversity and Equal Opportunities Policies. | **E**  **E**  **E** |

**D – Desirable, E-Essential**

**October 2015**