

Job Title: Finance Manager
37 Hours per week
Band F

Responsible to: Head of Charity

Responsible for: Payroll Officers
Finance Admin Assistants
Finance Officer
Finance Volunteers

Main purpose of job:

- To ensure accurate and reliable financial Accounting & Transactions
- To oversee the Budget
- To maintain the smooth running of the Finance Department
- To manage the Beams Payroll Service
- To forecast and develop We are Beams Budgets
- To support the Treasurer and Head of Charity

Main Duties

Financial Management

- Day to day running of all finance functions on Sage accounts System and year end
- To ensure that relevant controls and measures are in place to provide accurate and timely financial information, ongoing monitoring and recommending changes where appropriate
- Liaise with External Auditors during their visits and negotiating over potential areas of improvement.
- Ensuring all cash transactions are posted on a timely and accurate basis proven through reviewed bank reconciliations.
- To prepare and submit required Returns (Gift aid claims, Payroll EOY, Charity Commission Return)
- Complete full payroll process monthly including production of P45'S and reconciliation and production of P60's for Year end.
- To run the Pension System including updating the Pension providers with any changes.
- To ensures payments are undertaken with relevant paperwork approved.
- Identifying Potential Low Cash flow months and putting in place Emergency Spending Plan.
- Managing Fixed Asset Register and Gift Aid process
- Analysing data and implementing changes when required to enable a more efficient Full Cost Recovery System.

Budget Control and Reporting

- To manage and review budgetary process and make appropriate changes.

Aug 2019

- Liaising regularly with Department Heads in reviewing their budgets and recommending actions where appropriate.
- To produce monthly reports of actual expenditure against Budget forecast for the Head of Charity
- Work with others on various initiatives and projects with a view to controlling costs.
- Negotiation of Finance related costs, including Auditors fees, bank charges and utility costs.
- Departmentalising all Income and Expenditure
- Review current Charity organisational effectiveness and make recommendations for changes.
- Recommending ways of improving the use of staff, materials, equipment and other resources
- Prepare and keep updated Finance Policies
- To produce a Finance Report and discuss with the Treasurer before each COM Meeting
- To prepare the Financial Report for the AGM and discuss with the treasurer.
- To produce Annual Budgets for each Department prior to March each year
- To ensure Annual Budgets are signed and agreed with the Head of Charity prior to the March COM Meeting.
- To ensure that year end information is available at the end of April each year.

Income Generation

- Work with others on various initiatives and projects generating new streams of income
- Project Costing as required.
- Preparation and Submission of accurate figures for Grant and Tender Bids

Staff Management

- To support the recruitment process for line managed staff and volunteers
- To follow the Charity policies and procedures for Staff Supervision and Appraisal
- To ensure that line managed staff adhere to the Charity's policies and Procedures.
- To follow Disciplinary and Grievance policy and procedure.

Payroll Service

- Manage and develop the Payroll service ensuring it provides an accurate and high quality service to our service users.
- Develop client relationships, assisting with the marketing and growth of new business.
- Facilitate the development of a range of payroll services offered to our service users.
- Maintain day to day financial responsibility for the running of the payroll service ensuring it achieves 'full cost recovery'.

General

- Work with others on various initiatives and projects generating new streams of income for We are Beams.
- Attend board, sub-committee and organisational meetings as required.

- To attend external meetings and functions to represent the Charity when required including evenings or weekends.
- To attend fundraising and promotional events to support the Charity and raise its profile.
- To undertake training and development as appropriate to the post

We are Beams

Person Specification: Finance Manager

The following outlines the minimum and desirable criteria for this post. Applicants who have a disability and who meet the Essential criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• At least 5 years' financial management experience at a senior level• Accountancy and/or Financial Management Qualifications
EXPERIENCE	<ul style="list-style-type: none">• Staff management experience• Up-to-date working knowledge and experience of Sage• Up-to-date working knowledge of MS Office products• Experience of financial management in a Charity of a similar size or larger• Payroll experience• Experience of building effective relationships with internal and external stakeholders•
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to communicate effectively with managerial budget holders• Ability to work to high standards of accuracy• Ability to organise and prioritise workload• Ability to work with minimum supervision and to use own initiative to problem-solve• Excellent verbal and written communication and negotiation skills.• Strong IT skills, particularly in the use of spreadsheets
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of Company Management Accounting practice• Knowledge of organisations working with and for children and young people.• Understanding of Company and Charity Law

<p>PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> • Willing to be a Team Player • Methodical in approach with an eye for detail • Personal commitment to equal opportunities and anti-discriminatory practices. • Commitment to continuing personal professional development. • Good sense of Humour, initiative, integrity and honesty • An enthusiasm and commitment to the children and the staff team
<p>OTHER</p>	<ul style="list-style-type: none"> • Fulfil the requirements of an 'Enhanced Disclosure'. (this is an essential requirement for this post) • Willingness to work outside of office hours and at weekends as required. • Ability to travel (usually within Kent) on occasions to represent the Organisation • Hold a full driving licence.