Cloudesley

Job Description

Title	**Finance Manager**
Salary	£34,000 per annum (£68,000 pro rata)
Hours	2.5 days (18.75 hours) per week. Occasional evening work will be required, particularly for Board and committee meetings which may finish around 7.30pm
Annual Leave	12.5 days (25 days pro-rata) plus bank holidays pro-rata
Reporting to	Director
Location	Charity's office (currently Voluntary Action Islington, 200a Pentonville Road) at least one day per week and as required, with option of remote working at other times. *For review after three months.*

Job Purpose

The Finance Manager will work to support the Director and Trustees by:

- Maintaining financial records and administering financial transactions, including those relating to grants and to the charity's properties
- Preparing and monitoring the annual budget
- Producing management accounts and other financial, investment and property reports as required by the Director and Trustees
- Preparing draft annual accounts and working with the auditor
- Working with the charity's investment and property managers
- Working with a range of external advisers on property matters
- Developing and advising on financial and endowment strategies

Main Responsibilities

<u>Financial management & development</u>
Administer payments and financial transactions and maintain financial records and accounts, in accordance with the charity's financial procedures and other guidelines

Ensure that the charity's financial procedures and policies are developed and implemented to support all aspects of the charity's work

Manage cashflow, liaising with other staff, the charity's property and investment managers and a range of suppliers to ensure that all grant and other payments are made promptly

Ensure that the financial aspects of the charity's grant-making database are kept up to date and reconcile with the charity's other financial records

Liaise with the charity's payroll provider and administer salary and pension payments

Reconcile bank accounts monthly and liaise with the bank as required

Work with the Director and Co-Chairs of the Finance and Endowment Committee to prepare and monitor the annual budget

Produce quarterly management accounts, including income and expenditure reports, cash flow and other financial reports for the Director and Trustees

Provide sound financial advice to the Finance and Endowment Committee, the Board and the Director, contributing to the charity's financial strategies as required

Support and service the Finance and Endowment Committee and other finance related meetings and events

Prepare the statutory accounts and work with the external auditor for the annual audit

Provide statutory returns to the Charity Commission, Companies House, HMRC and other authorities as required

Other

Liaise with investment and property managers on operational matters as required

Liaise with a range of external advisers on property matters

Assist with the development and administration of financial elements of the charity's grant-making systems and database

Maintain the charity's risk register

Draft and update other policies, e.g., counter-fraud policy, as required

Review contracts for services as required

Lead finance projects and working groups of staff and Trustees when required

Carry out occasional finance inductions and training as required

Support the Director and Trustees as required and carry out any other such relevant duties as might be reasonably required

Person Specification

Essential

- Financial management experience in a comparable role
- Fully qualified accountant (ICAEW, ACCA, CIMA, CIPFA, or a recognised international equivalent)
- Excellent IT skills, including experience of Microsoft Office, Excel, financial software (currently Xero) and databases
- Excellent communication skills and the ability to work professionally with a wide range of people
- Excellent written English and attention to detail, with report writing experience
- Ability to think and plan strategically
- Knowledge of charity accounting
- Experience of organising and managing meetings
- A commitment to the charity’s work
- Self-motivated and capacity to manage a diverse workload

Desirable

- Previous experience of working for a grant-making organisation
- Previous experience of financial management relating to a property portfolio
- Previous experience of financial management relating to investments