

**Finance Manager**

**Job Title: Finance Manager**

**Location: Work from home and Dellow Centre,**

 **82 Wentworth St, London E1 7SA**

**Contract: Permanent**

**Hours: 35 per week**

**Responsible to: Director of Finance and Resources**

**Responsible for: Finance Officer\***

***Our 5 year vision:***

***‘Everyone has a safe home and a community in which to belong’***

We shall build an inviting and welcoming community in which people experience acceptance and a sense of belonging. No one will be turned away. Ensuring this warm welcome will be core to all the services we offer. People will be supported to move on from our services when they are ready and will always be welcomed back and offered ongoing support.

Our community of support will help people to address the isolation and loneliness that can prevent their sustained recovery. We shall support them to participate in their current communities, to connect with new communities and to build confidence in their own talents and skills.

***Role Purpose***

* Working closely with the Director of Finance and Resources, and with the support of the Finance Officer, to ensure the effective delivery of financial management objectives. To support finance operational activity to ensure the timely and efficient running of the Finance function. Drive continuous improvement - bringing innovative ideas on how to maximize efficiency and effectiveness across all finance processes and procedures.

***Key responsibilities***

**Financial Control**

• Ensure effective implementation of financial controls as required including planning, budgeting, income generation, expenditure and reporting.

• Ensure compliance with agreed financial procedures.

• Support the Director of Finance and Resources in devising and implementing new initiatives, working practices and systems improvements to ensure effective financial controls and procedures.

**Financial Accounting**

• Lead the effective operation of month end accounting processes in accordance with the agreed timetable. Prepare and maintain invoices schedule.

• Monthly and quarterly reconciliation of all key control accounts, including payroll, bank, debtors, creditors, accruals, deferred income and fixed assets.

• Monthly Fund accounting – ensure restricted funds are allocated on monthly basis and fully utilized. Reconcile restricted funds as year-end process.

• Supervise the processing of all sales invoices and other income streams, ensuring a good debtor’s control.

• Supervise the processing of purchase invoices and staff expenses.

• Supervise the processing in fundraised income reconciliation.

• Maintain the Fixed Assets Register and reconcile assets on the register against each site.

• Financial governance - ensure statutory and internal regulations, requirements and policies are fully implemented and adhered to.

* Proactively identify areas for process and data quality improvements.

• To review and update Finance policies and procedures as and when required, and at least annually.

**Financial Reporting**

• Support monthly management accounts and cash flow forecast

• Present management accounts to budget holders as and when necessary. Assist the Director of Finance and Resources to prepare regular Management Accounts report for the Board.

• Take active participation in Annual Budget preparation.

• Ensure all information, reconciliation and reporting is accurate and produced in a timely fashion to enable effective reporting to the executive and the board.

• Provide accurate and timely ad-hoc financial reports as and when required.

• Assist Director of Finance and Resources in preparation of statutory accounts, preparing lead schedules and lead annual audit process.

**Payroll**

• Liaise with Office Manager and external Payroll provider to ensure monthly payroll is completed, including the accurate maintenance of appropriate records and control accounts as required.

• Support work to ensure all financial data and documentation in the personnel records is kept up to date.

 **Supporting income generation programs**

• Work closely with the Fundraising department providing project budgets, and finance support for applications and reports as required.

• Work closely with the Services Department to provide finance support for Local Authority reports and funding applications.

**Line management\***

* Manage the work of the Finance Officer and undertake all related tasks (appraisals, staff development etc.)

 **\*** During probation period Director of Finance and Resources will line manage Finance Officer.

**Other duties**

• Gift Aid recovery.

* Manage day-to-day financial queries

• Any other duties as may be reasonably required to support the efficient and effective running of the finance function.

***Person Specification***

**Qualifications and memberships**

• ACA/ACCA/CIMA or qualified by experience

**Knowledge and experience**

• Significant post-qualified experience with working knowledge of the principles and professional standards applicable to financial management and accounting.

* Knowledge and understanding of the financial risks, and strategies to mitigate those risks.

• Substantive experience of ledger management and reconciliations.

• Substantive experience of monthly management accounts and cashflow preparation.

Experience of writing and presenting reports.

• Preparing accounts up to Trial Balance, assisting in statutory accounts production and supporting audit process.

• Proficient working knowledge of Sage Line 50.

• Proficient working knowledge of Excel (Pivot Tables, VLOOKUP, SUMIFS, etc. Micros desirable).

• Experience of project costing.

• Experience of working in a relevant role in a not-for-profit organisation [desirable].

• Experience in VAT and tax [desirable]

• Knowledge of SORP [desirable]

* Experience managing and leading people [desirable]

**Skills & Abilities**

• Strong numeric, analytical and statistical competency

* Positive, proactive and professional attitude

• Able and willing to works hands on in completing essential tasks and solution focused with ability to identify and implement improved working practices

• Good technical accounting skills

* Excellent time management and ability to prioritise workloads

• Ability to look at a process and find and design efficiencies

• Ability to hit the ground running and be efficient with minimal supervision

• Great relationship building and effective engagement of stakeholders across the organisation

• Excellent communication skills with the ability to communicate financial concepts in laypeople’s terms and to work with staff of different levels from Executive to support level

• A good level of IT skills, including advanced Excel skills (i.e. VLOOKUPS, SUMIF, SUMIFS, Pivot Tables, basic Micro, etc).

Attention to detail.

• The ability to cope with and prioritise workloads.

* Ability to motivate and develop colleagues/direct reports to deliver a wide range of tasks, balancing competing priorities and deadlines.