**Job Description**

**Job Title: Finance and Business Manager**

**Accountable To**: Chief Executive

**Line Managed by:** Chief Executive

SWAN Women’s Centre is a registered charity which employs 10 members of staff and a team of approximately 70 volunteers. A self-employed Holistic Therapist is also based at the centre.

The organisation’s activities are focused on enhancing women and girl’s lives, providing early intervention and support. We have a particular understanding, knowledge and experience of supporting women and girls who experience poor mental health.

**Job Purpose:** The Finance and Business Manager is a new role within the organisation and you will play a key role. Working alongside the Chief Executive you will be responsible for carrying out accounting procedures and other financial tasks as requested by the Chief Executive. You will help to ensure that the charity fulfils its legal and regulatory financial requirements. While a working knowledge of SAGE would be desirable, we will provide training to use our internal financial software.

You will ensure the smooth and efficient running of the centre by providing a range of business support activities including policy development, funding applications etc. You will also be responsible for supporting and managing the team within the centre, alongside the Counselling and Wellbeing Manager and/or Chief Executive as/when required.

**Main Responsibilities and Duties:**

**Finance**

1. To undertake day to day financial administrative duties, including accurate financial recording, allocation of funding to appropriate charity funds as well as reconciliation tasks using SAGE 50 accounting software.
2. Banking related tasks and invoice/payments and processing.
3. To provide regular charity financial reports and information to the Chief Executive, Board and Auditors as requested.
4. To support the Chief Executive with the preparation, and regular review, of annual budgets, and preparation of the Charity’s Annual Accounts.
5. To provide salary information to the relevant external processing agency.

**Fundraising and Income Generation**

1. To assist the Chief Executive with fundraising/income generation initiatives, through the provision of both administrative and wider business support.
2. To assist the Chief Executive in maximising income generation opportunities.

**General Administration**

1. To provide support with the organisation and administration of Board Meetings, including minute taking as requested, and the provision of wider Board support.
2. To assist the Chief Executive with the Annual Returns for Companies House and Charities Commission and liaise with the Chair and Chief Executive in preparing the Annual Report.
3. To provide administrative support with recruitment.
4. To provide general office administrative support, (ordering stationary/preparing SWAN promotional material, building management tasks, general record keeping etc.).
5. To lead in the provision of basic on- site IT support.

**Policies, Procedures and General Records**

1. To assist the Chief Executive in the preparation of policies and procedures.
2. To assist the Chief Executive in the monitoring of all internal building-related contracts/contract renewal processes.
3. To co-ordinate all building related health and safety activities.

**Other duties**

1. To manage the centre when you are the most senior member of staff in the building.
2. To promote the interests of the organisation at all times.
3. Other similar duties may be allocated from time to time, appropriate to the general character of the post.
4. It is a requirement of the post that some evening work maybe required for which time in lieu will be authorised.

Hours of Working: 28 hours per week.

**Finance and Business Manager - Person Specification**

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| **SKILLS & KNOWLEDGE REQUIRED** | **ESSENTIAL** | **DESIRABLE** |
| Working knowledge of Accounting | **E** |  |
| Working knowledge of finance software SAGE, Quick Books etc. |  | **D** |
| A finance-related qualification |  | **D** |
| Experience of managing health and safety activities |  | **D** |
| Experience of writing policies and procedures | **E** |  |
| Experience of office administration responsibilities | **E** |  |
| Management Experience | **E** |  |
| IT Literate, including the use of Microsoft Office software | **E** |  |
| Excellent organisation skills | **E** |  |
| Excellent verbal and written communication skills | **E** |  |
| Ability to maintain effective liaison/working relationships with all relevant agencies | E |  |
| Ability to work as part of a team | **E** |  |
| Ability to work to SWAN’s values and ethos | **E** |  |
| Ability to work flexibly (our services are constantly changing) | **E** |  |