



Job Description

Post Title: Finance Manager

Responsible to: Head of Corporate Services and Finance

Responsible for: Finance Assistant
Shop Finance Assistant
Supporter Development Officer

Main purposes of the Job:

1. To be responsible for the delivery of LIFE accounts services as detailed within the key achievement areas.
2. To be part of the Finance Team providing a continually improving and developing the finance service which delivers a high quality, value for money service in accordance with the organisational needs, required standards and legal obligations.

Key Achievement Areas:

1. To supervise the processing of invoices, supplier and bank statements, write up cash books in Sage for all accounts, monitoring bank and customer receipts
2. To be responsible for the preparation of monthly bank reconciliations in Sage for all accounts and present them for the annual audit and year end accounts; and to ensure that the Cash Books, Sales and Purchase Ledgers are reconciled to the Nominal ledger every month.
3. To supervise the maintenance and development of the Supporter Database and to ensure the accuracy and updating of all electronic records.
4. To supervise the processing and recording of all credit card transactions.
5. Produce reports as required by the Head of Corporate Services and Finance and other Heads of Departments as required.
6. Line manage Finance Assistant, the Shop Finance Administrator, and Supporter Development Officer; and to assist the Head of Corporate Services and Finance in carrying staff annual appraisals.
7. To supervise the processing of all gift aid claims, the CAF vouchers, Sovereign Giving, and Stewardship accounts.

8. To ensure that monthly payroll information is processed accurately, confidentially and timely. To ensure that the payroll deadline is not breached.
9. Monitor, control and maintain records for all expenditure, reporting promptly any discrepancies or deviation to the Head of Corporate Services and Finance.
10. Process all bank mandates, liaise with NatWest and ensure bank statements are received for all LIFE accounts on a weekly/monthly basis in conjunction with access to all accounts via NatWest Bankline.
11. Assist LIFE Group Treasurers with all accounting and mandate queries regarding LIFE bank accounts.
12. Ensure all signatories on Group mandates are LIFE supporters.
13. To work with LIFE Group Treasurers to ensure the timely receipt of annual returns.
14. Oversee the administration of all LIFE's insurance policies including liaison with Insurance Brokers. In conjunction with the Head of Corporate Services and Finance, to complete annual proposal forms and distribute relevant certificates across the charity – Head Office, Care Centres, Shops and Houses. Submitting claims.
15. Oversee FertilityCare/LHT income, ensuring all payments and receipts are coded in line with their procedures have regular income reconciliation meetings with FertilityCare admin assistant.
16. To supervise the processing of monthly expenses for all staff and ensure that all expense claims are in accordance with the policy and procedure.
17. To monitor monthly Shared Expenses through Intercompany Accounts so that Head Office expenses are apportioned appropriately across each service
18. To support and contribute to service developments, working in partnership with other teams across the Charity and developing working relationships with other organisations as appropriate.
19. To ensure compliance with the Charity's policies and procedures and that all work is undertaken in accordance with relevant codes of practice and legislation.
20. To maintain and produce up to date and accurate written and electronic records, statistics, correspondence and reports as required.
21. To promote the Charity internally and externally so as to ensure a highly motivated workforce and positive external image.
22. To identify and share examples and ideas of best practice and business improvements and efficiencies within the service and contribute to team meetings and development events.
23. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training. At least 10 hours of verifiable CPD must be undertaken each year.
24. To undertake any other duties that are essential to the job as shall be agreed by the Line Manager.
25. To abide by, and take responsibility for the implementation of, LIFE's equal opportunities policy in all aspects of service delivery and working practice. To contribute positively to identifying and developing service improvements which respond to diversity issues

Key Personal Contacts:

Internal: All staff teams.

External: Accountants, HMRC and other external partnership organisations and LIFE Groups

Special Features of Job:

No job profile can cover every issue which may arise within the post at various times, and the jobholder is expected to carry out other duties as requested by the Head of Corporate Services from time to time.

Section Organisation: Corporate Services

Prepared by : Isaac Nyirenda - November 2014

Finance Officer	Person Specification
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Personal skill characteristics	Essential (Tick)	Desirable (Tick)
Communication		
Strong presentational skills and ability to promote the Charity to a wide range of individuals and external contacts.	✓	
Strong verbal and written communication skills.	✓	
Experience of communicating effectively with clients, voluntary groups and other relevant bodies.	✓	
.Proven team building and team working skills	✓	
Experience/Knowledge/Qualifications	Essential (Tick)	Desirable (Tick)
AAT qualified or qualified by experience in accounts work	✓	
Proven experience of supervising staff and their work	✓	
Proven experience of working within a finance and corporate service environment	✓	
Knowledge and practical experience of using IT as analytical and management tools.	✓	
Experience of Sage200		✓
Experience of Sage Line 50	✓	
Working knowledge of all Microsoft Office applications	✓	
Personal Qualities		
Ability to interpret relevant information, analyse complex data, review alternate solutions and come to speedy well informed conclusions	✓	
Capable of delivering results to tight deadlines and under pressure	✓	
Committed to the vision, mission and values of the Charity.	✓	
Commitment to quality, customer service, best practice and best value in all aspects of the Charity's operation.	✓	
Ability to work on own initiative with minimum supervision	✓	
Ability to prioritise and plan work	✓	