



Job Description

Title:	Finance Manager
Accountable to:	Director of Finance
Responsible for:	Managing the day-to-day running of the Finance Function
Location:	Leamington Spa
Contract Type:	Permanent
Working Hours:	35 Hours to be worked across 5 days
Benefits:	25 days holiday plus bank holidays (pro rata), Pension Scheme, Flexible working arrangements, Birthday leave after 1 years' service, Paid mileage for travel to locations other than base location.

Main purposes of the job:

Reporting directly to the Director of Finance, the Finance Manager will oversee the Finance Team and ensure the smooth running of the department. They will be responsible for producing Monthly Management Accounts and Budget Variation Reports with an eye for accuracy. They will be responsible for reconciling all Balance Sheet items and investigating any differences arising, analysis of all Income and Expenditure codes and liaising with budget holders to understand any variances against Budget. They will assist with Budget Setting and updating the Finance Software once Budgets are finalised.

The role will include liaising closely with the wider organisation and assisting with any queries arising, as well as providing meaningful financial information in a clear and legible format. Excellent communication skills are therefore essential.

The Finance Manager will be collaborative in their approach and will be instrumental in assisting the Director of Finance with reviewing and updating all Finance Policies and Procedures, as well as producing a comprehensive Finance Handbook that will serve to standardise processes across the department.

Daily Management responsibilities will include:

- Managing the Team and offering guidance and support
- Day to day financial transactions using Xero
- Daily cash management
- Organising regular departmental tasks and prioritising accordingly
- VAT (including consideration of Partial Exemption)
- Identifying and implementing efficiencies and controls
- Preparation of Annual Accounts and liaising with Auditors
- Any other duties required to ensure the smooth running of the department

Key achievement areas:

- Meeting reporting deadlines
- Preparing Budget Variance Reports

- Preparing Management Accounts for review by the Director of Finance
- Bringing the posting of day to day transactions up to date
- Control Accounts reconciled monthly
- Identifying and addressing miscoded items
- Maximising use of Xero Software functionality

Personal responsibilities:

- The post holder must assume responsibility for their own professional and personal development (supported by Life where appropriate) to ensure their continuing competence to deliver Life's requirements.
- A key component of development is being fully aware of regulatory and legal requirements impacting on operational services and ensuring that all staff within those services are aware of and deliver their individual responsibilities

Safeguarding Children & Adults at Risk of Harm:

- Safeguarding is everyone's responsibility, and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and adults at harm of risk.
- Familiarisation with, and adherence to, the appropriate organisational Safeguarding policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training.
- All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally, then you must seek clarification from your immediate line manager as a matter of urgency.
- Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regards to Safeguarding Children and Adults at Harm of Risk.

Corporate behaviours:

All staff are expected to:

- Work towards the charity's aims and objectives, and uphold its vision and mission
- Operate in line with our core workplace values which are:
 - Humanity – All people are special and equal
 - Solidarity – We're with you and for you
 - Community – We're better together
 - Charity – Doing good for one another
 - Common Good – Building a better world
- Demonstrate respect for others and value diversity
- Act responsibly regarding the health and safety of themselves and others
- Focus on the client and customer, both internally and externally, at all times

- Make an active contribution to develop the service
- Learn from, and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as an ambassador for the charity and always maintain professional standards
- Use discretion and sensitivity and be aware of issues requiring total customer confidentiality
- Demonstrate a flexible approach to their work
- Abide by and take responsibility for the obtaining, storage, processing and sharing of any personal data within the meaning of the General Data Protection Regulations 2018 and as defined in the relevant Life policies for all aspects of service delivery and working practice, paying particular attention to the protection of personal information in any form and by whatever means it is accessed by you.

In addition, all managers and supervisors will be expected to:

- Value and recognise ideas and the contribution of all team members
- Coach individuals to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Provide support, feedback and guidance to all team members and encourage their team to achieve work/personal life balance

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post holder will perform. The job description will be reviewed regularly and may be changed in consultation with the post holder.

Post title: Finance Manager

Personal skill characteristics	Essential (Tick)	Desirable (Tick)
Values & Behaviours		
Ability to demonstrate, understand and apply our workplace values. These are embedded in all roles and employees must evidence their attitudes/behaviours	✓	
Committed to the vision, mission and values of the charity	✓	
Leadership		
Ability to lead collaboratively, ensuring all staff are heard.	✓	
Confidence to give opinions whilst considering the opinions of others	✓	
Confidence to assert authority when required	✓	
Business Management / Service Delivery		
Able to work to strict deadlines both internal and external	✓	
Applies an organised approach to tasks	✓	
Excellent at presenting financial information in a legible format	✓	
Strategic Ability / Innovation		
Proficient in developing and implementing strategies to improve processes and efficiencies within the department	✓	
Able to work on own initiative and identify areas for improvement	✓	
Proven track record in achieving cost savings		✓
Experience / Knowledge / Qualifications		
Proven experience of working within a charity in a similar role		✓
Qualified to ACCA/CIMA level with a minimum of 2 years experience	✓	
Knowledge and experience of Partial Exemption VAT		✓
Extensive experience in preparing Control Accounts and investigating differences	✓	
Proficient in Microsoft Office and excellent Excel skills	✓	
Experience of Xero Accounting Software		✓
Competent in using databases	✓	
Communication		
Strong verbal and written communication skills	✓	

Communicates effectively and openly at all levels	✓	
Experience of communicating effectively with a wide range of people to identify their needs, preferences and demands	✓	
Ability to promote the charity to a wide range of individuals and external contacts	✓	
Personal		
Commitment to quality, customer service, best practice and best value in all aspects of the charity's operation	✓	
Ability to work with people at all levels	✓	
Positive outlook and approachable personality	✓	
Ability to work on own initiative	✓	
Handles pressure of meeting deadlines and supports others where possible	✓	
Ability to prioritise workload and plan time	✓	
Commitment to own personal and professional development	✓	
Ability to motivate others and work as part of a team	✓	

Internal Use Only

Approved By:

Issue No:

Approved Date:

Review Date: