

# Job Description

<b>POST:</b>	Finance Manager
<b>RESPONSIBLE TO:</b>	Chief Executive Officer
<b>SALARY:</b>	£35,000 pro rata
<b>HOURS:</b>	28 hours per week

**BACKGROUND:** Age UK Lewisham and Southwark (AUKLS) is a local, independent, self-funded charity that exists to improve the lives of older people in Lewisham and Southwark. AUKLS enjoys an open and participative working environment. We work to our core values which include being **fair and equal as a service provider, employer and partner**. Teamwork, collective responsibility and delegated authority are central to this process. A key element of all roles is to develop and maintain the organisation's working ethos and culture.

AUKLS strives to provide a supportive working environment for all staff and volunteers ensuring that they can develop personally and professionally and acquire new skills. The contribution made by staff and volunteers in achieving the organisation's goals is recognised by all.

**PURPOSE OF JOB:** The Finance Manager is responsible for the accounting and financial management of the charity.

You will be responsible for the management and support of the Finance Team and its functions.

You will act as advisor to the Chief Executive and assist in the development of the organisation's financial strategy, modelling new projects, preparing budgets and reporting on financial performance. You will actively contribute to the overall future strategic direction of the charity.

This job description does not provide an exhaustive list of tasks and activities, as all posts within the organisation are subject to evolution as the organisation develops and grows.

## KEY TASKS

- 1) Financial Advice and Support
  - a) Provide sound financial advice to the Chief Executive Officer and the Leadership Team.
  - b) Act as the leading interface between management and Trustees on financial matters.
  - c) Work with the Chief Executive and Leadership Team members on financial matters relating to strategy, new projects and commercial decisions.
  - d) Work with the Chief Executive to ensure that the appropriate processes are in place to support the long-term financial viability of the charity, advising on the financial consequences of proposed actions.
  - e) Work with the Chief Executive and Leadership Team/Budget holders on planning and budgeting, ensuring strong processes are in place for resource allocation and performance monitoring at all levels of the charity.
  - f) Work with Chief Executive and managers on fundraising bids and financial reports for funders.
  - g) Ensure financial policies and procedures are up to date and implemented.

- 2) Statutory financial reporting for audit, in line with the Charities Statement of Recommended Practice [SORP]
  - a) Produce statutory accounts, files and schedules, in partnership with AUKLS' auditors
  - b) Agree Audit Plan and Implement Audit recommendations.
  
- 3) Management Accounting & Reporting
  - a) Control the preparation of accurate and timely monthly management accounts for the organisation and individual cost centres, including variance analysis and reports for the Finance Sub-Committee and the Board. This information should include a short narrative on the current position, future prospects, and financial risks and opportunities. The reports will be tailored as necessary for the Board, relevant Committees and Management.
  - b) Provide robust financial information.
  - c) Undertake cash flow forecasting.
  - d) Monitor records of all funding and funding sources and the appropriate allocation of incoming funding.
  - e) Monitor monthly accrual of income and expenditure, deferral of income, maintenance of reconciliation to Sage control accounts, and undertake bank reconciliations.
  
- 4) Financial Record Keeping & Controls
  - a) Oversee / support book- keeping, reconciliations, allocation of funding, purchase and sales ledger functions and integrity of finance system.
  - b) Ensure appropriate financial controls are in place at strategic and operational levels. Regularly reviewing, and making recommendations for improvements to financial controls and ensuring methods are documented and made clear to staff.
  
- 5) Control Other Services
  - a) Oversee Payroll and Pension processes, alongside HR Officer.
  - b) Interface with banks, Payroll and Pension providers, and providers of other financial services.
  - c) Financial risk management and contribute to strategic and operational risk management.
  - d) Manage Statutory Returns, meeting legislative and regulatory requirements.
  - e) Manage VAT, tax and Gift Aid issues, ensuring legal compliance and in line with best practice.
  
- 6) Finance Sub – Committee
  - a) Service the Sub-Committee. Work with the Treasurer to agree quarterly agendas following the agreed annual timetable. Produce papers for the meeting and send out to members at least a week before the meeting.
  - b) Communicate with members of the Sub-Committee between meetings where necessary.
  - c) Forge a strong working relationship with the Treasurer, ensuring that issues raised are handled effectively.
  
- 7) Act as main point of contact with banks, service providers, suppliers (when appropriate) and auditors.
  
- 8) Provide technical support, management support and supervision to all relevant members of the Finance team, including volunteers.

## **ORGANISATIONAL RESPONSIBILITIES**

- Provide a supportive working environment to all staff and volunteers
- Contribute to the overall achievement of AUKLS mission and objectives
- Ensure the values of AUKLS are upheld across the organisation
- Actively support AUKLS in carrying out its aim to be an environmentally responsible organisation in carrying out day to day duties
- Meet legislative and regulatory requirements
- To participate in networking activity at local and national level, by agreement with the CEO
- Attend staff and team meetings as requested
- Undertake any other duties as determined by the CEO and Directors

### **Promotion of a Supportive Working Environment**

A supportive working environment can be defined as an environment where contribution is recognised, encouraged and rewarded. Staff and volunteers alike expect to be encouraged to develop personally and professionally and to acquire new skills at a pace that is suitable for them. All staff and volunteers must promote this environment as part of their roles and responsibilities.

# Person Specification

The successful applicant must be able to demonstrate empathy for our service users and be committed to the promotion of a supportive working environment. All posts within the organisation are subject to change as the organisation grows and develops. Staff must be able to adapt to change and **flexibility**, therefore, is a key attribute required of all employees

It is essential that the postholder possess the following **personal qualities**:

- Friendly, polite and patient
- Flexible and open to change
- Commitment to the core aims of the organisation
- Commitment to working as part of a highly diverse staff and volunteer work force
- Commitment to putting service users at the heart of our work
- Drive, energy and enthusiasm
- Self motivated and hardworking
- Positive and proactive in difficult situations

It is **essential** that the postholder has the following **experience** and **knowledge**:

- Excellent working knowledge and understanding of administration systems
- Qualified Accountant (or equivalent experience) with strong finance management experience
- Fully conversant with best practice in accounting procedures
- Excellent knowledge of charity SORP
- Excellent working knowledge of Sage 200 (or similar), and Excel
- Knowledge of financial legislation in respect of charities
- Knowledge of Gift Aid, PAYE and VAT
- Financial modelling / scenario planning
- Experience of budgeting and financial planning

It is **desired** that the post holder has the following **experience** and **knowledge**

- Experience of working or volunteering with vulnerable adults
- Understanding of the challenges that local charities may face
- Good understanding of the needs of and issues affecting older people and their carers
- Understanding of confidentiality and safeguarding adults

It is **essential** that the post holder has the following **skills** and **abilities**

- Ability to listen and communicate well, including with people who may have communication difficulties
- Literacy and numeracy skills at levels which will enable the post holder to keep accurate records, time sheets and reports if applicable
- Ability to use initiative appropriately and work as part of a team
- Ability to consider risks and respond appropriately
- Excellent interpersonal skills

- Ability to work with professionals from other services and partner organisations
- Excellent administration skills with strong attention to detail
- Ability to manage different kinds of information
- Excellent organisational skills including resources and time management
- Ability to set and manage priorities within a busy office environment
- IT skills including word processing, Excel spreadsheets, internet and email