

JOB DESCRIPTION

Job Holder:	Signature:	Date:
Manager:	Signature:	Date:

JOB TITLE: Finance Manager

LOCATION: The Round House, Ashington (Hybrid Working)

ACCOUNTABLE AND REPORTING TO: Chief Executive (CEO)

SALARY: £38,000 - £40,000 depending upon experience

RESPONSIBLE FOR: Finance Processing & Reporting

PURPOSE OF THE ROLE: Overall accountability for the successful delivery of Finance Services

The Key result areas of the role:

1. Support the CEO in reporting to the Board and Sub Committees on Finance Matters
2. Using a business partnering approach support the Senior Leadership Team to review their cost base and identify areas where savings or efficiencies may be made without affecting quality of service delivery
3. Day to day management of the relationship with all banks, lenders, investment managers, insurance brokers and auditors
4. Production and management, through discussion with the CEO and other members of the senior leadership team, of the AUKN Risk Register
5. Oversee the organisation's records with regard to Health & Safety and programme of planned maintenance

THE MAIN DUTIES OF THE ROLE:

- Day to day management of all aspects of the Finance operations of AUKN
- Production of accurate and timely financial management information

to meet the requirements of the Board, Sub Committees, Chief Executive and senior leadership team. This will include monthly management accounts and detailed variance analysis, ensuring that budget holders are able to understand the financial information being provided.

- Production of annual accounts liaising with external auditors and the Treasurer
- Preparation of the full year budget (revenue and capital expenditure) in respect of the following financial year for approval by the Board, following recommendation by the CEO & Treasurer; This will also include production of the half year reforecast.
- Day to day management of the cash flow of the Charity with the objective of minimising use of loan or overdraft facilities and maximising return on free reserves.
- Daily line management, development and coaching of direct and indirect reports. (2 direct reports and 1 indirect report)
- To provide financial modelling for business development opportunities including budgets for new funding applications.
- To oversee the production of payroll services covering approximately 270 staff with a payroll of over £5.5m per year.
- To oversee the management of bank accounts, supplier payments, income invoicing, corporate credit cards, weekly bankings and all other financial record keeping. This includes ensuring that AUKN meets its statutory obligations with regard to HMRC, pension and gift aid.
- Provide audit assurance with regard to the organisation's Health & Safety record keeping and planned maintenance programme. The work itself is delivered by the Office Manager.
- Investigate and, if necessary, report as appropriate on all matters regarding anti-bribery and money laundering.
- To act as guardian for all finance policies, ensuring they are regularly reviewed and updated.
- Ensure effective financial controls are in place and that a 'value for money' culture is maintained.
- Provide excellent customer service to both internal customers, Homecare and Charitable Services, and external stakeholders including banks, mortgage lenders, investment managers.

PERSON SPECIFICATION

KNOWLEDGE

- Qualified Accountant (ACA, CIMA, ACCA, AAT or equivalent)
- An experienced user of finance and payroll systems and well developed skills using standard MS Office applications particularly Excel
- Knowledge of UK employment and payroll legislation and its practical application in an operational environment

SKILLS

- Excellent communication skills both verbal and written. Demonstrable ability to communicate finance issues clearly to non finance staff
- Excellent organisational skills
- Ability to prioritise and manage a varied workload to ensure that reporting deadlines are met
- Ability to manage and motivate a team

EXPERIENCE

- Experience of providing management accounts and other financial analysis and commentary to inform business decision making
- Experience of financial practices (systems, processes and reporting) in a range of organisations
- Experience of managing and developing a team
- Track record of building strong professional relationships and credibility
- *Experience of finance business partnering role (desirable)*
- *Experience of working in the charity sector (desirable)*

Appendix A – Age UK Northumberland Values

VALUES:

Age UK Northumberland has devised a set of values which underpin the purpose, objectives and the day to day activities of those connected with the organisation. As such, employees and volunteers, including trustees, are expected to understand and 'live' the values of the organisation whilst undertaking their responsibilities and activities. Examples of 'values in action' can be found in application packs and in the performance management policy and documents.

The AUKN Values below are relevant and can be applied to both the internal and external environment.

Respect & Empathy;
Empower;
Trust & Integrity;
Inclusion;
Community;

Values in AUKN Behaviours –

We pride ourselves on:

Showing consideration for all;
Being motivated to make a difference and promoting independence;
Always seeking to do the right thing;
Embracing difference;
Building connections;
Delivers Service Excellence