

Job Title: Finance Manager
Reporting to: COO
Salary: FTE £32,654.00 - £34,314.00 (Pro Rata to 18 hours)
Hours: 18.5 hrs
Days: Negotiable
Contract Type: Permanent – Part Time
Location: Sage House, Tangmere, PO20 2FP

Position Overview

We are a young and dynamic charity who have big plans and ambitions to support people living with dementia in an unprecedented way. Reporting to and working closely with the Chief Operations Officer and Chief Executive we need someone equally dynamic, with proven experience, to take responsibility for the overall financial management within the organisation.

Following a successful capital appeal, we have consolidated dementia services in the area into one central location – Sage House. The first of its kind in the UK, in this state-of-the-art Hub we are delivering a wide range of vital services which are all designed to provide innovative and empowering care, support, information, advice and activities for those living with dementia and their carer's.

The role of the Finance Manager is both a strategic and a hands-on role. Supported by a Finance & Data Lead, you will be responsible for the maintenance of all financial records on Xero, and will also provide guidance and support with the financial aspects of service designs, grant applications, producing accurate month end reports, budget reforecasts, annual budgeting and manage year-end accounting processes.

You will bring skills and experience, energy to work creatively and learn and most of all, a positive attitude. If you are interested in joining our high performing team and want to help us to deliver quality services, then we would be pleased to hear from you.

You'll also receive free onsite parking, 23 days annual leave plus bank holidays, an extra day off for your birthday and a workplace Pension and Life Assurance, plus other staff benefits.

Would you like to come and be part of this incredible team? Join us and become our Finance Manager and be at the heart of all we do.

To apply, please send your CV and Covering Letter to recruitment@dementiasupport.org.uk. If you would like to discuss the role in more detail, please speak to Sally Tabbner or Emma Radley, Chief Operations Officer on 01243 888 691.

Closing date – Friday 10th January

Interview – Friday 17th January

Job Purpose

The role of the Finance Manager is both a strategic and a hands-on role. The Finance Manager is not only responsible for the entry and maintenance of all financial records on Xero but will work closely with the management and wider team as well as trustees to provide guidance and support with the financial aspects of new service designs and grant applications as well as producing accurate month end reports, budget reforecasts, annual budgeting and manage year-end accounting processes.

The role will also have line management responsibility for the Finance & Data Lead.

The Finance Manager oversees all necessary and appropriate records, files, and processes to ensure the smooth and compliant financial operation and performance administration of the organisation, focusing on accuracy and transparency and ensuring they are maintained in a timely manner.

Responsibilities

This job description is a summary of the main responsibilities of the post and duties may change and vary from time to time to meet the needs of the charity and its customers. Responsibilities will include those listed below:

- ✿ Responsible for the financial management and associated processes within the charity
- ✿ Prepare General Ledger and supporting accounts within Xero accounting system
- ✿ Record all revenues including sales reconciliations from all parts of the organisation
- ✿ Perform bank reconciliations on a specific timeline as directed and manage all banking duties required by the organisation
- ✿ Work closely with the Fundraising Team to ensure the reconciliation of systems involving donations
- ✿ Assist with the compilation of grant applications and grant reporting requirements
- ✿ Reconcile all accounts and prepare financial statements, including Balance Sheet, Revenue and Expenditure, Performance to Budget / Variance and Cash Flow
- ✿ Liaise with HMRC as appropriate and ensure VAT is correctly accounted including the preparation of Gift Aid Returns
- ✿ Oversee the Finance & Data Lead and liaise with the outsourced payroll department to ensure salaries are paid correctly and on time if required.
- ✿ Maintain financial records
- ✿ Monitor cash flow and cash management
- ✿ Follow up outstanding creditors, maintain records and provide reports as required
- ✿ Prepare monthly Financial Statements as required by COO and Finance Chair
- ✿ Prepare grant confirmations and monitor reporting requirements
- ✿ Prepare year end information and manage the annual audit process
- ✿ Analyse and interpret management data to produce reports and commentary for managers explaining what the information shows and actions that may need to be considered
- ✿ Work with the Finance & Data Lead to collaborate with all Sage House staff to help them understand financial protocols and processes
- ✿ Understand and remain up to date and compliant with all relevant legislation attaining to this position, including organisational procedures, policies and professional codes of conduct to uphold standards of best practice. Additionally, ensure the team remains up to date and compliant
- ✿ Support equality and diversity and respect customers, clients and other members of staff regardless of gender, age, disability, sexual orientation, religion or ethnic origin
- ✿ Participate constructively in induction, regular supervision, appraisal and relevant training. To contribute positively to continuous improvement of services

- ✿ Maintain confidentiality in line with organisational policy in relation to customers, staff and business sensitive information
- ✿ Work in line with the policies and procedures of Dementia Support and act as a representative of the charity in all your duties
- ✿ Undertake any other duties commensurate with the role that may be required and are appropriate to the post.

Knowledge & Skills

- ✿ Conscientious, self-starter, able to use own initiative and anticipate problems
- ✿ Excellent and extensive working knowledge of Xero including bank reconciliations, supplier ledger and VAT
- ✿ Good working knowledge of MS Excel
- ✿ Excellent numeracy skills
- ✿ Excellent attention to detail and ability to record information quickly and accurately
- ✿ Ability to liaise with and gain the trust and respect of a wide range of people at all levels
- ✿ Good verbal and written communication skills
- ✿ Good customer service skills, friendly, polite and courteous manner when dealing with people
- ✿ Experience of designing and maintaining spreadsheets
- ✿ Flexible, and willing to work in the constantly changing environment of a growing service-providing charity.
- ✿ Ability to show tact and discretion when dealing with sensitive and confidential information and to apply data protection principles in working practice
- ✿ Experience and understanding of charity finance processes

Qualifications & Experience

- ✿ Experience working in a charity or not for profit organisation
- ✿ Relevant accounting qualification(s), or the ability to demonstrate appropriate skills and knowledge
- ✿ Experienced in Xero
- ✿ Experience of working within a VAT-registered organisation