



Finance Manager Recruitment

Thank you for your interest in the post of Finance Manager at Charity Link.

CVs should be received by us no later than 5pm on Monday 6th February 2023, and can either be posted to the address below, marked "Private & Confidential", for the attention of the Chief Executive Officer, or emailed to susan.mceniff@charity-link.org.

We intend to interview for the post, week commencing 27th February 2023. If you will be unavailable for interview during this week, I should be grateful if you could advise us of this when you submit your application.

If you would like to find out more about the role advertised before applying, please contact Jim Munton (jim.munton@charity-link.org).

Yours sincerely

Susan McEniff

Chief Executive Officer

Job Description

Title:	Finance Manager
Reporting to:	Chief Executive Officer
Key Relationships:	Finance and Remunerations Committee and our External Auditors
Managing:	Finance Officer and Finance Assistant
Salary band:	£40,000-£42,000 plus 6% pension (pro rata)
Location:	Leicester, with occasional travel within Leicestershire, Rutland, and Northamptonshire
Benefits:	Flexible working including partial remote working (after successful completion of the probationary/training period), competitive salary, 32 days' annual leave (pro rata for part time roles) including Bank Holidays, pension scheme, car parking in Leicester City Centre
Hours:	22.5 hours per week
Contract:	Permanent

The purpose of this role is:

- Lead on the day-to-day management of the financial operations, forecasting, financial planning and budgeting, working closely with the CEO
- Providing reporting and assurance to the Board of Trustees and CEO with regards to the financial stability of the charity
- To deliver high quality and efficient financial accounting and management services
- To provide accurate, timely and actionable performance information to our fundraising, casework and Trust Administration teams, and to our social enterprise, The Goods Depot
- To oversee our investment and treasury activity to maximise income from our cash balances and deposits
- To advise the Board of Trustees and its Committees on financial governance and best practice
- To review, develop and deliver an efficient, transparent and clearly documented financial and management system, working alongside the CEO, and ensuring staff understand and comply with internal processes and procedures
- To be responsible for the overall performance management of the finance team
- To be responsible for the IT systems within the finance function and ensure we take all reasonable steps to protect our financial and other data, and meet all relevant regulatory requirements

Job Content, Duties & Responsibilities

Statutory and Management Requirements

- Responsible for the delivery of timely and accurate management accounts for the Charity Link group, including income and expenditure statements, balance sheets and cash flows reporting for each group entity, project and service
- Act as charity Treasurer, when required, for our Trust Administration service clients
- To lead the improvement within the finance function and ensure appropriate controls, processes and procedures are in place to meet our statutory requirements and compliance with our financial policies and procedures
- Monitor, analyse and report in a timely fashion all monthly operating results against budget, clearly explaining significant variances and advising on management and performance action
- Drive the improvement of internal reporting capability, in order to show key financial and non-financial data on request, and be responsible for the delivery of timely and accurate monthly financial KPIs
- To be responsible for completing and submitting timely VAT returns and Gift Aid claims to

HMRC

- To lead on the audit process and ensure it is carried out effectively and timey, assisting the external auditors by ensuring all records are delivered accurately and in a timely manner, and improvements and agreed actions are delivered
- To act as a prime point of contact for our Finance & Remuneration Committee
- To oversee our insurance arrangements to ensure our assets and liabilities are appropriately protected
- To proactively monitor our reserves position across the group
- Manage a portfolio of charitable funds available for grant making and ensure that the financial record keeping is accurate and timely
- To provide accurate on a weekly basis, information to the Casework team of the funds available for grant making
- Provide financial support and input to the grant-making process with the Casework and Trust Administration teams, as necessary

Accounting

- Ensure the import and reconciliation of bank information into our accounting system
- Ensure the accurate recording of charity donation data
- The management and accurate processing of order invoicing and grant allocation payments
- Manage all aspects of payroll, including payment and administration of the Charity Link and The Goods Depot pension schemes, and the salary sacrifice elements of our staff benefits programme
- Maintain the groups' fix asset registers
- To manage Charity Link's assets and liabilities, ensuring best value is procured and we maintain a timely payment of suppliers and management of debtors
- To establish, manage and maintain effective finance processes and routines, ensuring strict adherence to deadlines
- To implement cost and time efficient innovations
- To proactively support team members to ensure our financial processes are understandable and adhered to, and that all costs are closely monitored and controlled
- Lead the periodic review of internal processes and controls, ensuring that risk is managed, and minimised and that Charity Link's risk register is up to date and relevant

Account management

- To monitor Charity Link and group's cash flow position and to provide clear forecast reports for team, the Board of Trustee quarterly meetings and the Finance & Remunerations Committee
- To administer our bank accounts and maintain effective account management delivering the best returns possible
- To ensure that our endowed, unrestricted and restricted funds are managed and reported accurately
- To maintain and manage the VAT registration of the relevant entities of the Charity Link group
- To manage the relationship with our tenants (who occupy the premises in the adjacent building) on matters relating to rent, service charge and other costs, and ensure our premises and facilities comply with tenant and legal requirements
- To ensure office supplies and equipment is procured and maintained efficiently

Governance

- To ensure that Charity Link complies with all charity and company obligations and responsibilities in a timely fashion
- To file Charity Link's annual returns and accounts at Companies House and with the Charity Commission
- To decide and oversee Charity Link's policy for the filing and retention of documents
- To advise directors on their duties under the Charities Act and SORP, and ensure that they comply with relevant corporate and charity legislation, and are kept abreast of changes that affect their role and responsibilities

Budgeting

- To produce Charity Link's annual budget, budget profiles and forecast projections, and ensure that approved budgets are correctly entered and proactively managed on the financial system.
- To oversee the budgeting and reporting process for contract management ensuring our return-on-investment/full-cost recovery criteria is met.

Staff Responsibilities

- To manage and support and the Finance team
- To set clear performance targets
- To ensure that job roles are kept under review and training needs are identified and met
- Establish and oversee a recording and reporting system to monitor basic team data including, for example, annual leave and sickness absence

General & Confidentiality

- Keep up to date with technical accounting and tax knowledge
- To ensure the values of Charity Link are displayed in all work activities
- To carry out any other duties appropriate to this post as needed
- Treat all information regarding clients & staff in confidence

Person Specification

Essential

You will:

1. Be qualified or significantly part-qualified CIMA/ACCA/equivalent
2. Have at least 3 years' experience of working within accounts and financial management
3. Be experienced in and passionate about charity financial management with a commercially focused approach
4. Sound knowledge and experience of leading and managing the audit process
5. Thorough practical up-to-date understanding of management accounting principles and techniques
6. In-depth knowledge and experience with payroll and pension processes and management systems for accounting functions
7. Experience and skilled in providing periodic management accounts, year-end statutory group accounts and financial reporting
8. Experience of contributing to the strategic, organisational and financial planning processes
9. Have an excellent working knowledge of IT, Excel and other MS Office applications, and Sage

- 50 accounting software
10. Good practical understanding of data protection and confidentiality
 11. Ability to work under pressure on several projects at once to tight deadlines
 12. Be familiar with reporting standards and consolidation/group/accounting
 13. Have excellent written and verbal communication skills, and specifically be able to communicate financial information clearly and patiently to non-finance experts
 14. An understanding of the VAT rules as they apply to charities

Desirable Knowledge/Experience

It would be great if you have:

1. Experience of undertaking charity Independent Examinations (desirable)

Personal Attributes

You will:

1. Understand and be committed to Charity Link's mission and values
2. Have good analytical and logical problem-solving abilities
3. Demonstrate excellent attention to detail in everything you do
4. Be resourceful and adaptable
5. Be able to develop & implement new ways of working, proactive & solution oriented
6. Be friendly, yet professional, a real team player who can relate to and influence others (including non-financial colleagues)
7. Highly organised and able to deliver to deadlines

Notes:

As an equal opportunity employer, we would particularly welcome applications from people with an ethnic minority background or those with a disability, as we are currently underrepresented in our workforce.