



JOB DESCRIPTION – FINANCE MANAGER

Reporting to: Director of Finance & Resources

Direct reports: Finance Assistant
Finance Volunteer

Key Relationships: Budget-holders
Fundraisers

Purpose of Role

- To lead the efficient delivery of financial processing, including income, expenditure, payroll, VAT and related activities.
- To coordinate the financial planning and monitoring process, working with budget holders, management and trustees, to ensure financial control and effective decision making.
- To support the fundraising team through providing financial information for projects, for funding bids and reporting to funders.

Duties and responsibilities

Financial processing

1. Work with the Finance team to process all financial transactions in an efficient manner.
2. Ensure all income is recorded in a timely manner and that fundraising income recorded on the accounts system is reconciled to both the bank and the fundraising system on a monthly basis. Maintain efficient systems for processing income from different sources.
3. Ensure all expenditure is processed efficiently, including supplier invoices, staff expenses and credit cards. Maintain efficient systems for processing all payments in a timely and secure manner.
4. Oversee the processing of payroll, pension and PAYE each month and ensure that all reports are submitted to relevant bodies in line with deadlines.

5. Produce the quarterly VAT returns and submit these to HMRC within their deadlines.
6. Produce information required and support the preparation of the year end statutory accounts, including analysis of income & expenditure, to meet requirements of the Charities SORP.
7. Work with the external auditors and provide any information they require to carry out the year end audit.
8. Make continuous improvements in the quality, efficiency and effectiveness of reports

Financial planning & management

9. Coordinate the development of the annual budget, working with departmental budget-holders to determine phased income and expenditure budgets that will deliver their operational plans.
10. Coordinate the timely delivery of the monthly management accounts, leading the Finance team to ensure all transactions are recorded appropriately.
11. Compile the monthly management accounts reporting packs, including updating all reports, graphs and charts.
12. Produce financial reports on key projects and discuss them with project managers/budget-holders.
13. Coordinate the overall financial forecast, identifying any areas of concern that need to be addressed by budget holders or the Executive Team.
14. As part of the monthly management accounts, produce a cashflow forecast.
15. Ensure all reporting packs are quality checked for consistency, accuracy, and in a clear and user friendly presentable format for all key stakeholders

Supporting fundraising

16. Provide information on financial issues that are needed for fundraising bids and applications.
17. Based on the agreed overall budget, develop detailed project budgets on a full cost recovery basis that can be presented to potential funders.
18. Produce financial reports on specific projects or areas of work in formats required by funders.
19. Manage the financial aspects of the National Fundraising Scheme, calculating how much is due to each participating member based on the agreed methods of distribution for each partner.
20. Develop reports on both the accounting system and CRM database to ensure that fundraising staff have the information they need.

Performance measurement

- 21. Coordinate the collection of data to monitor the performance of the organisation in delivering its annual plan and strategic objectives.
- 22. Develop and maintain systems to ensure data is collected in a structured, accurate and efficient manner across all areas of activity.
- 23. Produce reports that summarise the organisation's performance in delivering its annual plan and objectives.

Ad Hoc Projects

- 24. Lead or contribute to ad hoc finance projects

Other

- 25. Support the children's palliative care sector to be sustainable, by coordinating benchmarking surveys, providing financial information to the policy team and other means that are identified.
- 26. Any other duty that may be reasonably requested by your line manager or the organisation.

PERSON SPECIFICATION – FINANCE MANAGER

	ESSENTIAL	DESIRABLE
Qualifications	Qualified accountant – CIMA, ACA or equivalent	
Experience	Knowledge of computerised finance & other systems, including Microsoft Office & Accounting systems (Sage)	<p>Good understanding of the voluntary sector VAT returns.</p> <p>Managing the payroll function, including pensions.</p> <p>Setting budgets in a multi-department organisation</p>
Skills & Abilities	<p>Advanced Excel skills</p> <p>Excellent financial skills including the ability to produce accurate quality financial information and interpret and present information for nonaccountants</p> <p>Excellent interpersonal skills through written and verbal communication and presentation skills, and able to build excellent relationships with staff at all levels</p> <p>Excellent organisational skills and the ability to prioritise work and work under pressure</p> <p>Ability to problem solve, work positively with others to deliver results</p> <p>Ability to set and agree clear work programme, set objectives, to work to deadlines and manage conflicting priorities</p> <p>Ability to work with others manage and motivate others as part of a team and supervise coach and mentor members of the finance team</p> <p>Ability to manage and lead improvement projects</p> <p>Excellent influencing skills</p> <p>Ability to use own initiative as well as work as part of a team and cover for colleagues as required</p>	

Knowledge	Payroll rules and regulations Company legislation Financial controls environment	Charity accounting (SORP) VAT for charities
Personal Qualities	Excellent self-presentation, drive and enthusiasm Influential and persuasive Methodical, persistent and with outstanding attention to detail Commitment to professional standards Positive mindset, looking for continuous improvement for self and others and the organisation Flexibility to deliver organisational objectives Work collaboratively with others	Empathy for the ethos of Together for Short Lives and demonstrable interest and enthusiasm for the vision and mission of the organisation
Other	Willingness to work outside normal working hours on occasion Understanding issues of diversity	

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