



FINANCE MANAGER

Job Description & Person Specification

Salary:	£40,000 (pro-rata)
Department:	Finance
Line Managed by:	Chief Executive Officer
Working Hours:	18 hours per week (0.51 FTE)
Holidays:	28 days plus Bank Holidays (pro rata for part time staff)

Role Purpose

Possability People is a pan-impairment disability charity based in Brighton. We work with people with a number of health conditions, including mental health, as well as older people. We support people through a number of services and projects with a passionate and dedicated staff team. We empower and enable those we work with to live the lives they choose.

The Finance Manager is a key member of our team. You will be responsible for the accounting and financial management of the charity and its trading company. You will be responsible for reporting on the financial performance to Trustee Board and the Finance Sub-Committee.

In liaison with the Chief Executive Officer (CEO) and Chief Operating Officer (COO), you will lead on agreeing departmental and overall budgets. You will be responsible with the CEO for ensuring a high quality and effective working of the charity including compliance with all its financial policies and statutory requirements.

Context

This role can be worked remotely from home, remotely, or hybrid with some working in our office in Kemp Town, Brighton.

The hours can be set to suit with the exact working pattern to be discussed with and agreed by Chief Executive Officer.

Unsociable hours may be required as you will need to be available to attend Trustee Board Meetings at least quarterly and more often as required. Currently these are held online on a Wednesday evening.

Need to maintain good public relations with all support contacts including the media.

Required to be able to take initiative and make sensible and reasoned decisions.

To demonstrate an empathetic, confidential and understanding approach to the needs of the users at all times.

Responsibilities

- a) The post-holder has a responsibility to safeguard and promote the welfare and protection of children and adults with whom they have contact or for whom they are responsible.
- b) Provide an oversight of the charity's accounting functions. Supervise the work of the Finance Assistants and assist where necessary.
- c) Attend regular central management team meetings and provide support and advice to CEO and Senior Leadership Team (SLT) members.
- d) Work with the CEO and COO to prepare an annual budget and project budgets for approval by the Board of Trustees.
- e) Prepare monthly management accounts on a timely basis, including variance analysis with narrative report for the CEO, Central Management Team and Finance Sub-Committee.
- f) Assist the Board of Trustees and the CEO to meet all legal and financial requirements of the charity. Ensure full compliance with the Charities Act, Companies Act and all legal and statutory authorities (e.g. Charity Commission and HMRC).
- g) Prepare the statutory annual accounts with backing schedules and act as the main contact with the auditors.
- h) Manage cash flow and oversee collection of income in line with the charity's payment terms.

- i) Develop and generate financial reports on the accounting package (currently Xero) and Excel for management reporting.
- j) Ensure appropriate risk management techniques and financial controls are embedded throughout the charity, reviewing and updating the risk register where necessary in conjunction with the CEO and the Board of Trustees
- k) Assist in all financial aspects of grant funding, including analysis of financial information for monitoring reports and producing ad-hoc budgets for funding bids and contract reviews.
- l) Supervise all aspects of the book-keeping system, including bank, petty cash and other reconciliations where appropriate
- m) In conjunction with the CEO, review and maintain up-to-date financial policies and procedures, providing training and advice to staff as required.
- n) Ensure VAT is applied where necessary and prepare/submit VAT returns and other annual returns (e.g. Companies House and Charities Commission).
- o) Develop and maintain effective working relationship with all relevant statutory and other agencies.
- p) Maintain a professional, self-motivated, determined and flexible approach at all times
- q) Perform other tasks when requested which are not detailed above but are essential in the smooth running of the service.

Commitment to Learning & Development

- r) Be aware of own training needs and discuss with line manager.
- s) Keep up to date with job knowledge and skills.
- t) Attend, report and contribute to internal and external meetings and training events as necessary.

Respecting Diversity

- u) Treat everyone – colleagues, clients, and visitors – with respect and dignity.
- v) Respect others' differences and being sensitive to everyone's needs.
- w) Develop and appropriately maintain professional boundaries with clients and colleagues.

Job Review

This is a summary description of the role, as it is constituted at present. The above does not represent an exhaustive list of the duties and responsibilities of the role.

It will be the practice of Possability People to examine periodically employee's job descriptions to ensure that they accurately reflect the job being performed and/ or that proposed developments are incorporated, as part of the process of personal objective setting.

It is the Trustees aim to reach an agreement on reasonable changes but if such agreement is not possible, Possability People reserves the right to insist on changes after appropriate consultation with the post holder.

Person Specification

Essential Qualifications

1. Qualified or part-qualified accountant (CIMA, ACCA, ACA or CIPFA), or qualified AAT with strong finance management experience.

Essential Experience & Qualities

2. Lived experience, or an in depth understanding of, the barriers disabled people face and an enabling approach to overcoming them.
3. A commitment and willingness to provide quality services and support for disabled people and a commitment to the social model of disability.
4. Clear understanding of Equal Opportunities policy and practice and a commitment to implementation.
5. Excellent Microsoft Excel skills.
6. Ability and experience in developing, monitoring and maintaining management information systems and procedures.
7. Substantial financial and management reporting experience, preferably within a medium sized charitable company.
8. Experience of budget preparation, including budget setting, monitoring and financial forecasting.
9. Fully conversant with accounting procedures legislation and an understanding of UK GAAP and of charity SORP gained whilst working within a charity.

