

## Finance Manager

Role Profile			
<b>Job Title</b>	Finance Manager	<b>Grade</b> (Office Use)	FM
<b>Area</b>	Plymouth-based	<b>Team</b>	Central
<b>Reports to</b> (Job Title)	Path Director	<b>Hours</b>	30 pw
<b>Location</b>	Harwell Centre and working from home	<b>Shift Pattern</b>	Mainly office hours
<b>CRBcheck required</b>	Y		
<b>Team</b>	The role of Finance Manager sits within a team of 4 central staff supporting the organization, also including the Administrator, Assistant Administrator and the central Finance Assistant.		

### Role

The Finance Manager is responsible for all aspects of finance within the Charity, reporting to the Director and the Board of Trustees. This is a diverse and busy job, overseeing the finances and accounts of a small company (turnover c£3m).

### Duties & responsibilities

- Provide finance guidance and support throughout the organisation
- Supervise and support the Central Finance Administrator
- Oversee the petty cash system
- Oversee the property management system
- Management of the purchase ledger to include making payments & recording transactions accurately
- Management of the sales ledger to include raising invoices and credit control
- Preparing the monthly payroll for submission to the payroll bureau for processing
- Checking the payroll and making the respective payments for net pay, pensions, salary-sacrifice schemes and HMRC
- Paying staff expenses
- Preparing and entering journals
- Conducting a monthly reconciliation of all bank accounts
- Reconciling control accounts monthly
- Carrying out a monthly reconciliation of restricted funds to agree spreadsheets to the accounting system
- Maintaining the fixed asset register
- Ensuring a clear record of financial transactions in accordance with organisational and legal

requirements

- Maintaining a filing system in compliance with legal and statutory requirements
- Developing working relationships suppliers, customers and with partners within the City
- Working with the Director to set, monitor and update the annual budget and project budgets as required
- Assist the Director and managers with tenders and bids as required
- Review and develop systems and controls to meet the current and future requirements of the charity

### **Reporting**

- Prepare monthly management accounts for the Director and Board of Trustees
- Provide a narrative report to accompany the management accounts, reporting on key variances
- Provide reports to service managers as and when requested
- Complete end of year processes to facilitate the audit and preparation of financial statements by our accountants
- Comply with all statutory reporting requirements which include the annual Charity Commission Return and surveys issued by the Office of National Statistics and the Department of Work & Pensions

### **General / Personnel**

- Keeping appropriate records, suitable for formal review and audit
- Participation in staff and other meetings, including Operational Management, as required
- Compliance with Path Worker Conditions
- Other duties as required by Director

# Specification

Path is looking for a finance professional with a positive attitude toward Path's aims and core work.

Skill / experience (to address and evidence)	Office use
<p><b><u>1 Essential abilities and / or experience</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of financial and management accounting</li> <li>• Knowledge and experience of working with charity accounts to include restricted and unrestricted funds</li> <li>• AAT Level 4 or equivalent qualification plus a minimum of 3 years' experience in a senior finance role</li> <li>• Accountancy software systems, specifically ability to use Quickbooks Online</li> <li>• Processing invoices, posting journals and reconciling control accounts</li> <li>• Produce records required for the preparation of financial statements &amp; audit</li> <li>• Good knowledge of Excel and its functions</li> <li>• Knowledge of GDPR</li> <li>• The ability to prioritise workload</li> </ul>	
<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Formal experience of accounting audits</li> <li>• Experience of a property management system</li> <li>• Experience of direct banking feed into accounting system</li> </ul>	
<p><b><u>2. Related skills and abilities</u></b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Organised and methodical approach to record keeping and reporting</li> <li>• Attention to detail</li> <li>• Honesty and discretion when handling confidential financial information</li> <li>• Experience of writing / contributing to formal reports</li> <li>• Computer literate and good numerical skills</li> <li>• Good verbal and written communication skills</li> <li>• Self-motivated but equally work well in a team setting</li> <li>• Enjoy solving problems</li> </ul>	
<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Broader IT skills</li> </ul>	
<p><b><u>3. General</u></b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to work under line management</li> <li>• Ability to work on your own initiative and support others</li> <li>• Commitment to Equal Opportunities</li> <li>• Flexibility</li> <li>• Proven good literacy and communication skills</li> <li>• Enthusiasm for this post and this area of work</li> <li>• Experience of supervising others</li> </ul>	
<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of regular participation in and contribution to formal meetings</li> </ul>	