

Finance Manager

Role Profile			
Job Title	Finance Manager	Grade (Office Use)	FM
Area	Plymouth-based	Team	Central
Reports to (Job Title)	Path Director	Hours	24 pw
Location	Harwell Centre and working from home	Shift Pattern	Mainly office hours
CRBcheck required	Y		
Team	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><u>1 Essential abilities and / or experience</u></p> <ul style="list-style-type: none"> • Knowledge and understanding of financial and management accounting • Knowledge and experience of working with charity accounts to include restricted and unrestricted funds • AAT Level 4 or equivalent qualification plus a minimum of 3 years' experience in a senior finance role • Accountancy software systems, specifically ability to use Quickbooks Online • Processing invoices, posting journals and reconciling control accounts • Produce records required for the preparation of financial statements & audit • Good knowledge of Excel and its functions • Knowledge of GDPR • The ability to prioritise workload 	
<p>Desirable</p> <ul style="list-style-type: none"> • Formal experience of accounting audits • Experience of a property management system • Experience of direct banking feed into accounting system 	
<p><u>2. Related skills and abilities</u></p> <p>Essential</p> <ul style="list-style-type: none"> • Organised and methodical approach to record keeping and reporting • Attention to detail • Honesty and discretion when handling confidential financial information • Experience of writing / contributing to formal reports • Computer literate and good numerical skills • Good verbal and written communication skills • Self-motivated but equally work well in a team setting • Enjoy solving problems 	
<p>Desirable</p> <ul style="list-style-type: none"> • Broader IT skills 	
<p><u>3. General</u></p> <p>Essential</p> <ul style="list-style-type: none"> • Ability to work under line management • Ability to work on your own initiative and support others • Commitment to Equal Opportunities • Flexibility • Proven good literacy and communication skills • Enthusiasm for this post and this area of work • Experience of supervising others 	
<p>Desirable</p> <ul style="list-style-type: none"> • Experience of regular participation in and contribution to formal meetings 	