



<b>Job title:</b>	Finance Manager
<b>Reporting to:</b>	Head of Resources
<b>Work base:</b>	Sanford House, Sanford Street, Swindon, SN1 1HE
<b>Hours of work:</b>	30-37 hours per week to be worked flexibly Monday – Friday
<b>Salary:</b>	Salary FTE £32,000-£35,000 (depending on experience).
<b>Job purpose:</b>	This role holds responsibility for delivering the operational management and day to day functions of all aspects of finance, in accordance with legislation and best practice and in line with organisational values.
<b>Direct reports:</b>	Finance Officer

### **Role Overview**

The Finance Manager role is pivotal across the organisation, enabling us to work effectively and efficiently to maximise our impact in Swindon.

The Finance Manager provides financial expertise, compliance, and reporting along with managing / overseeing the day-to-day workload of the Finance function including Accounts Payable and Accounts Receivable.

This is a role with the opportunity for flexible working depending on organisational priorities. Our office is based in Swindon but we offer hybrid working where employees can split their time between remote home working and office working.

Full time hours are Monday – Thursday, 9am - 5pm and Friday, 9am-4.30pm with a 30-minute lunch break each day. Part time hours to work within this time.

This role can work for someone who would prefer part time (30) or full time (37) hours per week. **NB.** If a candidate's preference is 30 hours per week we do not expect 37 hours of work to be conducted in this amount of time.

The exact nature of the work will vary depending on experience and number of hours worked, but key responsibilities could include:

### **Budgeting and Reporting:**

- Preparation of an accurate annual budget and annual reforecast of the long-term financial plan.
- Preparation of quarterly management accounts, including full reforecast and commentary on variances against prior forecast and budget for the Trustees.
- Carry out quarterly reviews with Heads of Departments to support ongoing management of budgets.
- Preparation of the End of Year Financial Statements in accordance with the Charity SORP, including a complete audit file and being the main contact for our auditors.

**Financial Oversight:**

- Review monthly bank reconciliations.
- Review and approval of monthly Accounts Payable payment runs.
- Review of quarterly reconciliations across the organisational trial balance.
- Quarterly review of all current/new financial risks on the risk register.
- Meet with the Treasurer at least quarterly to review the Management accounts.
- Calculate and review the Reserves Policy with the Treasurer.
- Ensure submissions within legal time limits of statutory accounts and Governance reporting to the Charity Commission and Companies House.
- Ensure Gift Aid claims are correctly prepared and submitted to HMRC.

**Payroll/Pensions/VAT:**

- Oversee the monthly payroll ensuring the necessary payments are made to HMRC and staff within the timescales required and responding to any queries.
- Oversee/Manage the pension system adhering to all legal requirements and time scales and liaising with the Pension Regulator as needed.
- Oversee electronic VAT returns for Swindon Carers Centre ensuring the necessary payments are made to HMRC within the timescales required.

**Grants:**

- Liaise with Grants and Impact Officers around incoming grant payments/significant donations and ongoing/potential grant applications.
- Provide financial information for grant bids and tenders and meet required reporting and monitoring deadlines for grants in close liaison with the Grants and Impact Officers.

**Cash Management:**

- Ensuring cashflow is sufficient to meet our liabilities
- Ensuring provision of banking services meet our needs
- Overseeing the Savings accounts and ensuring they meet our needs and maximise income
- Develop, implement, and maintain adequate systems of internal control to prevent and detect fraud.

**Staff Management:**

- Active management of the Finance Officer ensuring they have the support required to meet their own objectives
- Completion of monthly 1:1 reviews and annual Professional Development Reviews for our Finance Officer

**Other:**

- Facilitate and attend the Finance and Risk committee meetings
- Keep abreast of any financial developments across the charity sector, including understanding of SORP and other charity accounting requirements.
- Ensure that critical accounts processes can be covered during absences, both planned (by training Finance Officer) and unplanned (by ensuring all procedures are written up and easy to follow).
- Ensure first class management of and compliance with the Swindon Carers Centre Finance Policy and Financial Procedures and ensure all documentation is up to date to reflect current agreed practice with CEO and Board of Trustees.
- Undertake any other reasonable responsibilities to contribute to the development of Swindon Carers Centre as requested

**Relationships**

- To work collaboratively with all Swindon Carers Centre staff, trustees, volunteers, students, and external stakeholders exchanging professional knowledge, experience, mutual support, and service development.
- To support the Centre in the production of performance reports and other Centre information as required.

## Other

- To assist with the induction of new staff, volunteers, and student placements.
- To contribute to promotion of Swindon Carers Centre activities and campaigns.
- To attend meetings, conferences, and training relevant to the role as required and appropriate.
- To keep informed of new developments and legislation affecting carers.
- To role model the Swindon Carers Centre Behaviours Framework at all times.
- To recognise, support, and embrace the Mission and Values of Swindon Carers Centre.
- To understand and commit to equal opportunities and will take an active role in driving diversity, equity, and inclusion in the organisation.
- To have a commitment to your own personal development, a willingness to participate in individual supervision, and to undertake relevant training opportunities.
- To support in ensuring safeguarding policies and procedures meet organisational and regulatory requirements.

## Special Conditions

- Swindon Carers Centre is committed to safeguarding and promoting the welfare of children and adults with care and support needs and expects all staff and volunteers to share this commitment.
- Team working is essential to the smooth running of the organisation. It is the nature of the work that at times, responsibilities and tasks may be unpredictable and varied. Where the occasion arises, staff are expected to work in a flexible way. Any additional duties will normally be compatible with regular working and the need to provide service continuity. If the additional responsibility or task becomes a regular or frequent part of the employee's activities, it will be reviewed to assess whether it should be included in the job description in consultation with the employee.
- Flexible working hours including some evenings and weekends may be required.
- Due to the nature of our work with vulnerable individuals a Basic Disclosure and Barring Service (DBS) is required for this post.
- All staff are expected to:
  - prepare for and participate in regular supervision sessions and the annual appraisal process as part of their performance management, and to support further personal development and training opportunities,
  - carry out their duties and responsibilities with due regard to the policies and procedures of Swindon Carers Centre.

## Person Specification

<b>Qualifications / Education and Training</b>	<b>Essential/Desirable</b>
GCSE English language C or above, or equivalent	E
GCSE Maths C or above, or equivalent	E
Relevant bookkeeping or accounting qualification and 2 years minimum experience in a similar role in any sector	E
<b>Knowledge, Skills, and Experience</b>	<b>Essential/Desirable</b>
Experience of Charity Accounting	D
Experience of managing substantial budgets and reporting on them at Trustee Board level openly and transparently	E
Experience of using accounting software (QuickBooks online preferably but not essential)	E
Experience of dealing with Charity VAT	D

Experience of running payroll	D
Complete work to deadlines and communicate any issues clearly with an ability to handle high levels of pressure and critical decision making	E
Maintain confidentiality at all times	E
Confident and experienced in use of MS Office Suite especially Excel	E
Experience of line managing staff	D
A general understanding of issues affecting carers	D
<b>Personal Qualities / Attributes</b>	<b>Essential/Desirable</b>
High integrity and openness combined with commitment to good governance	E
Meticulous attention to detail	E
Ability to develop and maintain successful relationships with colleagues and external partners with excellent interpersonal and communication skills	E
You will bring both energy and enthusiasm to the team, ensuring financial activities are carried out efficiently, effectively, accurately and in a timely manner	E
Confident in managing a busy and varied workload and able to prioritise effectively	E
Good problem-solving competencies	E
Able to work under own initiative but also able to request support when necessary	E