

FINANCE MANAGER

Recruitment Information

November 2022



Registered Charity No: 1061116 | Registered Company No: 3305621

Swindon Carers Centre

Join Our Team

Join our award-winning, passionate team who are dedicated to providing advice, information, and support to unpaid carers in Swindon, aged 5+.

Swindon Carers Centre is a charitable organisation, established in 1997, which is part of the Carers Trust Network, established to provide help and support to the 21,000 unpaid carers in Swindon. We also work to raise the profile of unpaid carers so carers themselves can have a collective voice in influencing policy makers and service provision.

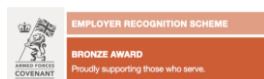
We are determined to provide a high-quality service for all our registered carers, a high-quality working experience for all our staff, and ensure good working relationships with all partners.

We strive towards ensuring our team's working experience at Swindon Carers Centre is positive and rewarding. Our staff are our biggest resource and asset and as such, our team's input into making Swindon Carers Centre a great place to work is crucial and valued.

If you are keen to make a positive impact on our community, are passionate about helping people, and want to be part of a fantastic and supportive team, Swindon Carers Centre is the place to work for you.

Swindon Carers Centre strives to be an equitable organisation and is proactive around equality, diversity, and inclusion. We welcome diversity in the people we provide a service to and in our workforce. Diversity is not just seen as something to aim for but as something to be valued, and an asset in delivering services across all communities in Swindon.

Swindon Carers Centre won the Wiltshire Life Charity of the Year Award 2022. The awards seek to raise the profile and awareness of not just profitable businesses, but also charities and community groups; the younger and older people in our community, and everyone in between; those who seek to put Swindon and Wiltshire on the map, that our towns and businesses can be proud of.



JOB DESCRIPTION & PERSON SPECIFICATION

Job title:	Finance Manager
Reporting to:	Head of Resources
Work base:	Sanford House, Sanford Street, Swindon, SN1 1HE
Hours of work:	30-37 hours per week to be worked flexibly Monday – Friday
Direct reports:	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

General:

- 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

Qualifications, Education, and Training	Essential / Desirable
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
Knowledge, Skills, and Experience	Essential / Desirable
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
Personal Qualities and Attributes	Essential / Desirable
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

EMPLOYEE ENTITLEMENTS & BENEFITS

Annual Leave

All staff are entitled to 25 days paid leave (pro-rata for the first year of service and for part-time staff), rising by 2 working days after 5 years continuous service to 27 days (pro-rata for part-time staff) and by a further 3 days after 10 years continuous service to 30 days (pro-rata for part-time staff).

Flexibility

Swindon Carers Centre offers employees the opportunity to work flexibly, with a mixture of working from our office location and from your home address.

Birthday Day Off

All staff are offered a fully paid day off for their birthday.

Subsidised Parking (limited availability)

Swindon Carers Centre offer subsidised parking for all employees (subject to availability) at Fleming Way car park.

Refreshments

All staff have access to free refreshments in the office including tea, coffee, and dispenser water.

Emotional Support Helpline

Swindon Carers Centre offers all staff and their immediate family members (providing they live with the staff member and are over the age of 18) access to a free and confidential counselling service 24 hours a day, 365 days a year.

Staff Wellbeing

Swindon Carers Centre continuously supports our staff and their wellbeing. We have many policies and procedures in place to help us support everyone in the best way possible. All staff have regular supervisions and annual appraisals to support with workload and wellbeing. We have a Wellbeing Programme which includes a walking group, staff fun days, and much more, to offer further support.

Health and Fitness

All staff have access to discounted membership rate at Nuffield Health Gym at Greenbridge Retail Park in Swindon.

HOW TO APPLY

Finance Manager
30-37 hours per week (to be agreed), Permanent
Salary FTE £32,000-£35,000 (depending on experience) *pro rata for less hours*

The post holder will work as a member of the Resources team, holding 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.

Closing Date: Tuesday 6th December 1pm

Please note: We may bring the closing date forward if we receive a high volume of applications.

Interviews: Monday 12th December / Tuesday 13th December

For an informal discussion regarding this role, please contact us on 01793 550931, and ask to speak to Susanna Jones, Chief Executive

To be considered for this position, you are required to complete the application form available on our website here www.swindoncarers.org.uk/working-with-us/ and outline how you meet the requirements of the job within the job description and person specification using the supporting information section of the application form. You can complete the online application form on our website or download the form.

Swindon Carers Centre is committed to safeguarding and promoting the welfare of children and adults and expects all staff and volunteers to share this commitment. A Basic Disclosure and Barring Service check will be required for this post.

We adhere to a policy promoting equality of opportunity. No CV's. No agencies.

Many of our staff work flexibly in different ways. Please talk to us at interview about the flexibility you need. If you are an unpaid carer, we can discuss how we can help you to balance work and your caring role. We cannot promise to give you exactly what you want, but we do promise not to judge you for asking.

Swindon Carers Centre will retain all unsuccessful applications for 12 months after the date of interview and may contact you during this time regarding future job opportunities. All applications will be destroyed following the 12-month period.

All information for applicants is available on our website:

www.swindoncarers.org.uk/working-with-us

SWINDON CARERS CENTRE

Our Vision

Creating a community where carers are recognised, valued, and supported.

Our Mission

To improve the wellbeing of people with caring responsibilities in and around Swindon.

Our Values

We strive to work in the following way with all people involved in our service:

- Openness: We will work and take decisions in an open and transparent manner
- Accountability: We will take responsibility for what we do and how we do it
- Integrity: We will be principled in our work
- Objectivity: We will act and take decisions impartially and fairly, without discrimination or bias
- Leadership: We will model SCC's values and lead by example in demonstrating organisational behaviours
- Honesty: We will be truthful and reliable
- Selflessness: We will act in the best interests of our carers

Swindon Carers Centre Policies and Documents

Swindon Carers Centre is committed to safeguarding and promoting the welfare of children and adults and expects all staff and volunteers to share this commitment.

www.swindoncarers.org.uk/safeguarding/

Swindon Carers Centre strives to be an equitable organisation and recognise equality, diversity, and equity. We welcome diversity in the people we provide a service to and in our workforce. Diversity is not just seen as something to aim for but as something to be valued and an asset in delivering services to different people. We adhere to a policy promoting equality of opportunity.

All staff, volunteers and trustees of Swindon Carers Centre are required to have a Disclosure and Barring Service Check carried out.

Disability Confident Committed Employer

As a Disability Confident Committed Employer, we have committed to:

- ensure our recruitment process is inclusive and accessible
- communicating and promoting vacancies
- offering an interview to disabled people who meet the minimum criteria for the job
- anticipating and providing reasonable adjustments as required
- supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work
- at least one activity that will make a difference for disabled people



More information about the Disability Confident scheme can be found here: www.gov.uk/disability-confident

Swindon Carers Centre guarantees to interview anyone with a disability whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application form and supporting information which demonstrates that you meet the level of competence required for each of the criteria, as well as meeting any of the qualifications, skills or experience defined as essential.

[Behaviours Framework](#) | [Safer Recruitment Policy](#) | [Equality and Diversity Policy](#)

WHAT OUR TEAM SAYS

Why do you stay working for Swindon Carers Centre?

“SCC values and commitment to carers.”

“I have more than one reason for staying! But the main ones are that I have autonomy in how I organise my work, I feel that my work is of value, and I feel well supported and valued by my line manager.”

“I wholeheartedly believe in the culture, vision, and values, which is why I have stayed with SCC for so long. I love my job and the people I work with, which is so important when working in the sector we do.”

“Job satisfaction.”

“I enjoy working in a voluntary sector to support the local community of unpaid carers. I feel we offer a variety of support and do not expect one size to fit all. I enjoy working with a likeminded team across the whole of SCC. I also enjoy the autonomy that is extended to me with me role.”

“I enjoy my varied role within SCC and working in an area that matches my skill set and knowledge. It is a very rewarding role and can change week to week.”

“SCC is the best organisation for me to be part of to be able to support as wide a range of carers as possible.”

“Dedicated to its mission, vision and values.”

“I LOVE my job! I enjoy the variety involved, working with all my colleagues, getting out into the community and the feeling that we are a big family.”

“I appreciate the flexibility, the opportunity for career growth, and the good relationships with colleagues. We all share the same vision and are dedicated to ensuring carers are supported to the best of our ability.”

“Continually learning.”

“It's great working environment in. Colleagues and management treat each other with respect. Another positive is that SCC has adopted hybrid working. It's great to have the flexibility to be able to work from home or in the office.”

“I enjoy the challenge, I like the people I work with, and I like the flexibility offered.”