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| **JOB DESCRIPTION** | |
| **POST TITLE:** | **Finance Manager** |
| **RESPONSIBLE TO:** | CEO |
| **RESPONSIBLE FOR:** | Finance Administrator, Account assistant |
| **SALARY/HOURS:** | 20 hours per week. £30,654 per annum pro rata |
| **PLACE OF WORK:** | Patchway HUB |

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| **Southern Brooks Community Partnerships** has been established for 30 years delivering a range of services to adults and children across South Gloucestershire including youth work, employment support and support for families and vulnerable adults. We have a strong commitment to volunteers and run 3 of the volunteer centres in the county. It is an exciting time to be working with us as our partnerships grow and our offer develops.    We have a mission of “Strong Communities Powered by People”. We know that successful communities have people who are excited by change, learning and working together, able to influence decision making, have the skills and confidence to be involved in their communities, able to make health choices as well as building and sustaining good relationships.    Working with community development values and practices, you will be working with people to make changes in their lives such as building confidence and tackling issues of poor health.  **Aims and Objectives**  An exciting opportunity has arisen for an enthusiastic, organised and motivated individual to join the Finance team at Southern Brooks Community Partnerships.  We are looking for an ambitious self-starter to join the Management Accounting team. They will work closely with colleagues to provide outstanding financial support and information.  The successful candidate will be pro-active, comfortable with working with a wide range of people from both a finance and non-finance background, and able to work autonomously. Attention to detail and an ability to work to deadlines are essential. |
| |  | | --- | |  | | Overall responsibilities   * Support the CEO, Senior Management Team and Board in business planning, strategic and organisational development, to deliver a sustainable future for the organisation. * Work with the Treasurer and Resources Committee to develop strategies, processes and procedures to improve operations and ensure compliance with legislation and best practice. * Undertake analysis of the Company’s financial performance and provide regular, up to date financial information to the CEO, Treasurer, Resources Committee and Board of Directors. * Attend and provide written and verbal reports as required to the Board, Resources Committee and quarterly review meetings. * Ensure compliance with relevant legislation; HMRC tax returns, VAT, corporation tax, Charity Commission, PAYE. * Contribute to the senior management team as an active member.   Key tasks (Management Accounts)   * Prepare financial statements including Monthly Management Accounts (Income Statement against budget, balance sheet and cash flow forecast) and provide commentary for management and board. * Compare and assess actual performance against forecast performance. * Produce annual and long-term organisational forecasts to support strategic plans and work programmes. * Undertake regular budget reviews with budget holders (sharing workload with Assistant Accountant). * Produce annual accounts in line with all SORP and statutory requirements and work with the CEO and Chair of Trustees to produce the annual report. * Provide the Auditors with all relevant information.   Key tasks (Financial Management)    • Manage day to day financial operations including bank payments and reconciliations, invoicing, VAT coding, submissions and exemption calculations and petty cash.  • Assist managers, project leads and budget holders to develop and monitor fully costed project proposals and budgets, using full cost recovery methodology.  o Use appropriate cost drivers to ensure the correct apportionment of overheads and direct costs.   * Assist in assessing income generation activities and funding applications. * Record, analyse and collate financial information to ensure funders’ monitoring and claiming requirements are met. * Maintain the Company’s Fixed Assets register. * Manage (Prepare and process in the absence of Assistant Accountant) monthly payroll, including pensions. * Ensure correct returns to HM Revenue & Customs and pension providers. * Line manage designated staff. | |  | |  | |  | |
| **General accountabilities**  So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users.  We are committed to providing services at weekends and in the evenings and require our staff to work flexibly to accommodate this.  Work in compliance with the organisations policies and procedures and its commitment to equal opportunities. Ensure that output and the quality of work are of the highest standard and complies with current legislation. |
| **Special notes and conditions**   * All staff will be expected to work across the whole staff team for special events as and when required. * SBCP is committed to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults and a DBS certificate will be required. * In return for your commitment and dedication to SBCP we offer, regular training opportunities, active supervision, and individual development plan, together with working in a fully supportive team. |
| **Essential criteria**   * Strong numerical and analytical skills * Prior experience of a project/costing * A good general education * ACA, ACCA, CIMA, CIPFA qualified or part qualified and currently studying * Strong technical financial and management accounting skills * Ability to prioritise in a fast paced environment, dealing with a variety of challenges * Ability to work with minimum supervision * Ability to work to strict deadlines * Expertise in budget planning and monitoring * Experienced in end of year closedown and final accounts preparation * Computer skills including system administration knowledge of computer based accounting systems * Extensive knowledge of Microsoft Excel and Word * Excellent oral and written communication skills * The ability to communicate with a wide range of people * The ability to manage time effectively and prioritise work in a demanding environment * Ability to work on own initiative and under pressure * Ability to work as part of and motivate team * Good research skills * Strong strategic planning abilities * Enthusiastic and assertive   **Desirable criteria**   * Previous experience on the charity sector * Experience of QuickBooks Online |
| **GDPR 2018**  All employees are under a legal obligation not to use or disclose any personal information that comes into their possession during their duties in any unauthorised manner. Duties and obligations under the Act that relate to this post will be explained to the post holder upon appointment. |