

**Job Title: Finance Manager**

**Reports to: Finance Director**

**Location: Head Office, Swansea**

**Hours: 35 hrs per week**

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**JOB PURPOSE**

The post-holder will lead on operational financial processes, modelling, analysis and reporting, supporting the Finance Director in the strategic development of the department.

**JOB SUMMARY**

The Finance Manager is a key role that contributes significantly to the outputs of the finance function and assists the Executive Leadership Team (ELT) in the development and growth of the organisation, at a strategic level. This is an exciting and varied role requiring initiative and autonomy within a small but growing finance team.

This is an exciting time for Goleudy and this role is vital in ensuring that the finance function is fit-for-purpose, allowing the organisation to continue to grow and thrive. Goleudy has just relaunched, with a new identity and an updated strategic plan. This leadership role will be a vital part of Goleudy’s future.

The Finance Manager will manage the Finance and Admin Assistant and assist the Finance Director in developing financial systems, perform key processing, analysis and reporting tasks. They will also be involved in both the internal and external audit process.

The post holder will also be responsible for identifying and leading on driving opportunities for continuous improvement within the department.

**Duties**

1. To oversee and be responsible for all of the day-to-day activities of the finance function, ensuring that financial transactions and prime documents are processed in an accurate, efficient and timely way.
2. To ensure that the internal control environment is strengthened by contributing to the development and improvement of organisational policies, procedures and methods of working.
3. To produce management accounts and to ensure that the process is timely, reliable and accurate.
4. To perform analysis work on financial information, including comparisons to budget, exceptions analysis, trend analysis, and ratios.
5. To contribute to the production of annual Charity Financial Statements.
6. To liaise with and produce information for external auditors.
7. To develop and manage the organisation’s internal audit function.
8. To line manage the Finance and Admin Assistant.
9. To contribute towards the preparation and scrutiny of the organisation's business plan and financial budgets.
10. To lead on the preparation of submissions to governmental agencies, such as the Charities Commission, the Office of National Statistics and Companies House, funders, commissioners and partners in accordance with requirements.
11. To lead on the organisation’s rent management and credit control functions, liaising with colleagues from other departments in the process.
12. To assist the Finance Director in the management of risk, and the clear mapping of systems and processes to mitigate key risks to the organisation in collaboration with the ELT. This will include the development and maintenance of a risk register and risk management strategy.
13. To manage the organisation’s insurance cover and requirements.
14. To lead the organisation’s payroll function including pensions, PAYE and HMRC returns.
15. To contribute to initiatives that support Goleudy’s LEAN working practices.
16. To contribute to the organisation’s Value for Money (VFM) strategy to ensure added value is always achieved through appropriate budget management and so the organisation can maximise opportunities for savings.
17. To keep up to date with all current accounting policies and changes that may affect the organisation and wider sector.
18. To establish and maintain good working relationships both within the organisation and with the organisations’ stakeholders and customers.
19. To undertake training as required, whether identified by self or others in the organisation.
20. To comply with Health and Safety regulations and the Charity’s working procedures.
21. To deputise for the Finance Director at a range of forums and meetings as appropriate.
22. Carry out any other duties reasonably determined by the Finance Director.

**Role Requirements**

# Person Specification

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| **1** | Skills & Abilities | E / D |
| 1.1 | Excellent communication skills with the ability to engage and build strong relationships at all levels | E |
| 1.2 | Sound leadership and management skills with the ability to influence at a senior level, gaining agreement to plans and ideas | E |
| 1.3 | Advanced planning, prioritising and organisational skills and able to take personal responsibility to deliver agreed outcomes | E |
| 1.4 | Demonstrates resilience and shows courage whilst maintaining high performance even when under pressure | E |
| 1.5 | Ability to contribute to developing high quality, robust Finance related policies and procedures, using knowledge of good practice and law | E |
| 1.6 | Strong finance ability with demonstrable analytical and problem  solving skills | E |
| 1.7 | Demonstrates a quality driven approach to tasks, with attention to detail/accuracy/high performance standards | E |
| 1.8 | Strong IT skills, including Sage line 50, spreadsheets and word processing. | E |
| 1.9 | Ability to lead continuous improvement initiatives | E |
| 1.10 | Ability to communicate in Welsh | D |
| **2** | Knowledge |  |
| 2.1 | Demonstrable knowledge of management accounting process from primary records to TB. | E |
| 2.2 | Understanding of Charity Accounting and FRS102 | D |
| 2.3 | Understanding of internal and external audit processes | E |
| 2.4 | Preparation of budgets and forecasts | E |
| 2.5 | Up-to-date working knowledge of payroll, PAYE and pensions regulations | E |
| **3** | Qualifications |  |
| 3.1 | CCAB Qualified Accountant | E |
| 3.2 | Car Owner in possession of full driving licence and Business level insurance. | E |

**Key:**  Essential E Desirable D