



## JOB DESCRIPTION

<b>Issue Date:</b>	May 2022
<b>Job Title:</b>	Finance Manager
<b>Pay:</b>	SCP 30 - £34,373 per annum (pro-rata)
<b>Hours:</b>	30 hours per week (days of work to be agreed)
<b>Location:</b>	Current hybrid - remote working from home and in office working (NG1 5LP)
<b>Accountable to:</b>	Chief Executive Officer & NSVSS Board

### JOB PURPOSE

To oversee all aspects of the financial management of the charity.

Assisting the CEO and working with the Board to:

- prepare and monitor budgets and cash flows for all areas of operation;
- support the team with funding applications, monitoring and reporting;
- ensure all financial activity is correctly evidenced and recorded in the QuickBooks Online system;
- liaise with the Independent Examiner/Auditor over the year end accounts and processes manage all financial reporting to Trustees, managers and regulators;

### PRINCIPLE DUTIES AND RESPONSIBILITIES

The detail of your work will be:

#### Accounting

Ensuring the system is robust and that all financial activity is evidenced, recorded completely and accurately, enabling appropriate financial information to be presented to the CEO and Board when required. You will be responsible for allocating costs correctly, tracking the various restricted and unrestricted funds operated by the charity, applying any required accruals.

#### Strategic

Working with the CEO and Board to plan for the future – managing the reserves, the financial aspects of any proposed developments in activity, preparing budgets and cash flows.

#### Controls

- To ensure financial procedures and all relevant policies are appropriate and up to date and implemented at all times.
- To actively manage any areas of risk.



- To liaise with the Payroll provider to ensure accurate processing of payroll.

### **Management**

- To oversee any involvement in the financial process by the Admin team and the Bookkeeper, who will be entering the basic data and reconciling to bank.
- To work closely with the CEO and Board to assist them in their overall responsibilities for the financial management of the charity.
- To liaise with all suppliers, funders and donors on financial matters
- To ensure compliance with all filing and reporting obligations – Charity Commission, Companies House, HMRC, Pension providers etc.
- To liaise with the Independent Examiner/Auditor over the preparation and examination of the annual accounts.

**This job description is a broad outline only, allowing scope for initiative in improving services and general operation of Notts SVS Services. This JD will be reviewed on a regular basis.**

### **Health & Safety**

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

### **Equality & Diversity**

It is the responsibility of all employees to support the Notts SVS Services' vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Notts SVS Services' Equal Opportunities Policy.

### **General Data Protection Regulation (GDPR)**

Under the GDPR, it is the responsibility of each member of staff to ensure that all data, whether computerized or manual, is kept secure at all times. This includes data relating to clients and other members of staff. Data must not be disclosed to any unauthorized person and must be regarded as strictly confidential at all times. Failure to adhere to this instruction will be regarded as serious misconduct and could lead to dismissal.

### **Confidentiality**

The jobholder will be in possession of personal details of staff and clients and other confidential information. This must not be discussed or divulged to any unauthorized person. Any such instance would result in dismissal.

### **Rehabilitation of Offenders Act 1974**

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within Notts SVS Services but must be declared in writing at the appropriate stage during the recruitment process.



All of the above activities are governed by the operational policies, policies and procedures and standards of Notts SVS Services as well as legislation and professional standards and guidelines.

As a term of your employment with Notts SVS Services, you may be required to undertake such other duties commensurate with your grade and/or hours of work at your initial place of work or at any of the Notts SVS Services' establishments, as may reasonably be required of you.

NOTE: This is a description of the job as it is presently constituted. It is the practice of Notts SVS Services to regularly examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by the CEO and the Board of Trustees. You will, therefore, be expected to participate fully in such discussions and, in connection with them, to assist in the re-writing of your job description to bring it up to date if this is considered necessary or desirable. It is Notts SVS Services' aim to reach agreement on reasonable changes, but if agreement is not possible Notts SVS Services reserves the right to insist on changes to your job description after consultation with you.

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## PERSON SPECIFICATION

### Finance Manager

	Essential	Desirable
<b>Qualifications</b>		
Educated to GCSE level or equivalent including Mathematics and English	X	
Graduate level qualification or equivalent		X
AAT Level 2 qualification or equivalent, or above	X	
Part or fully qualified CCAB accountant		X
<b>Experience</b>		
Significant experience in an accounting finance role	X	
Significant experience of the effective use of an accounting package	X	
Experience of the development of budgets and longer term forecasts at organisational level	X	
Demonstrable experience of providing and explaining management accounting information to non-finance staff	X	
Practical experience of the compilation of the annual accounting statements for a small / medium business or charity		X
Experience of preparing audit information, working with external auditors		X
Experience of budgeting, working with financial procedures and drafting financial policies	X	
Experience of working within a Charity, Education or public service environment		X
<b>Knowledge</b>		
A good working understanding of accounting processes and procedures	X	
Knowledge of best practice in financial procedures and controls	X	
Knowledge of Charity and Company law in relation to statutory accounts and reporting.		X
<b>Skills</b>		
A competent user of Excel, Word & QuickBooks	X	
Ability to work with minimal supervision, independently or as part of a team	X	
Excellent time management skills with the ability to handle competing priorities and meet deadlines effectively	X	
Excellent organisational skills and attention to detail	X	
A confident and resourceful individual who can work in a challenging environment	X	
Excellent verbal and written communication skills, with the ability to relate to people at all levels	X	
Ability to produce clear reports which inform strategic development	X	
<b>Values/attitudes</b>		
Highly professional attitude and work ethic	X	
Ability to work within the Vision, Values and ethos of Notts SVS Services	X	
Evidence of commitment to Continuing Personal and Professional Development		X