Finance Manager

Job Description

1. **Location:** Ramsden Hall, Abbey Road, Barrow-in-Furness, LA14 5QW
2. **Hours:** 0.5 FTE (17.5 hours)
3. **Salary:** £40,000 per annum FTE, pro rata for part-time hours
4. **Reporting to:** Chief Executive Officer
5. **Main Purpose of the Job**:
   - ➢ Lead the operational and strategic financial management of Citizens Advice Barrow, ensuring that day-to-day finance functions are accurate, timely and well controlled.
   - ➢ Provide clear financial information, analysis and advice to the Chief Executive Officer and Trustee Board to support planning, decision-making and the charity's long-term financial sustainability.
   - ➢ Ensure that financial practice meets relevant legal, regulatory and accounting requirements and follows Citizens Advice national guidance.

Main Duties & Responsibilities

Financial Accounting

- Preparation of quarterly management accounts, including Income and Expenditure Account and Balance sheet, together with commentary, to inform the Chief Executive and Trustee Board of financial progress throughout the year and to provide an explanation of any budget variances.
- Preparation of annual statutory accounts in line with applicable charity accounting requirements, including the Charities SORP, and liaison with the independent examiner or auditor as required.
- Prepare and process bank payments for supplier invoices and staff salaries in accordance with the charity's financial controls and banking authorisation arrangements.
- The development of the charity's financial system, currently QuickBooks.
- Maintenance of the fixed assets register and control over the charity's assets.
- Development and maintenance of a sound system of financial processes and controls for day-to-day financial management in accordance with approved financial policies.

Budgeting and Reporting

- Lead and contribute to strategic financial planning, providing forward-looking advice on affordability, reserves, funding gaps, financial risks and the charity's long-term sustainability.
- Preparation of the annual budget for approval by the Trustee Board.
- Maintain rolling income and expenditure and cash-flow forecasts, using appropriate financial planning tools to model different scenarios and support timely decisions.
- To report actual performance and forecast data to Citizens Advice in their prescribed format on a quarterly basis.

Cash Management

- Preparation of detailed weekly cash-flow forecasts, monitoring actual cash-flows and pro-actively chasing funders to ensure that grants are received on a timely basis.
- Ensure that all available cash is properly invested to maximise interest receivable, in line with our Investment Policy.
- Continuous updating of rolling cash flow forecasts.
- To make all bank transfers for supplier invoices and staff salaries.

Legal & Compliance

- Maintain records to meet the charity's legal and tax obligations and liaise with the appropriate bodies.
- Support compliance with the relevant requirements of Companies House, the Charity Commission, HMRC, the Financial Conduct Authority and other applicable regulatory bodies and legislation.
- Keep financial policies and documented procedures accurate and up to date, and support their regular review by the Trustee Board.
- Support the Chief Executive Officer with the financial aspects of property leases, insurance and other significant contractual arrangements.

Fundraising & Contract Performance

- Support the Trustee Board and Chief Executive Officer in the development of a funding strategy.
- Work closely with Chief Executive Officer on the preparation and evaluation of individual funding applications, applying full cost recovery principles.
- Provide financial and contract performance reports in accordance with timetable schedules agreed with individual funders. This may include liaison with other partners in joint funding bid scenarios.
- Monitor the financial performance of all contracts and alert Trustee Board to potential risks and opportunities.

Salaries and Pensions

- Maintain up to date staff records for salary payment including start/end date, sickness and extra hours and/or supplementary payments.
- Using an external payroll provider's online system, process monthly salary payments and pension deductions having regard to the charity's sick-pay policy.
- Provide financial modelling and affordability advice to support the Chief Executive Officer and Trustee Board in making decisions about annual salary increases.
- To apply incremental salary increases in line with approved salary scales and progression criteria.
- To process pension deductions and to liaise with staff regarding additional voluntary contribution options.

Professional Development

- Keep up to date with developments in charity finance, accounting standards, legislation and good practice, including the Charities SORP.
- Learn and apply the finance processes, procedures and guidance provided by Citizens Advice through the national intranet and other relevant resources.
- Identify personal training needs and attend appropriate training courses on skills, knowledge and legislative change.
- Prepare for, attend and contribute to appraisals, support and supervision sessions.
- Attend relevant internal and external meetings, including attendance at Trustee Board meetings.

Governance and Reporting

- Attend and report to Trustee Board and relevant committee meetings.
- Comply at all times with the processes and procedures required by Citizens Advice Barrow and Citizens Advice as described on our national Intranet.
- Maintain accuracy and integrity of our documented financial procedures.
- Supervise banking arrangements, including signatories.
- Support trustees to understand the charity's financial position, key assumptions, risks and decisions required.

Other Duties & Responsibilities

- Uphold the aims, principles and equal opportunities policies of both Citizens Advice Barrow and the Citizens Advice service.
- Carry out any other relevant tasks as required to ensure the effective development of Citizens Advice Barrow and the delivery of its services.

Note: *This job description does not constitute a 'term and condition of employment' and does not form part of the employment contract. It is provided only as a guide to assist the employee in the performance of their job. It is not intended to be an inflexible list of tasks and may be varied from time to time, in line with business objectives and service needs, after consultation and discussion with the post holder, in accordance with current policy and practice.*