GROWING 2GETHER

JOB DESCRIPTION

JOB TITLE	Finance Manager
DEPARTMENT	Senior Leadership Team
REPORTING TO	Chief Executive
PAYSCALE and HOLIDAYS	£16,380 at 2 days a week (£40,950 FTE) **Permanent (2 days a week) 12 days annual leave**
HOURS and LOCATION	Growing2gether, Hive Office,Findhorn / Remote working also possible.

Job Purpose

The Finance Manager will direct and oversee financial activities, including the preparation of current financial reports and forecasts; the provision of consistent, robust and expert financial advice to the Chief Executive and other senior leadership colleagues; provision of an effective financial management service to the charity; acting as the leading interface between management and trustees on financial matters. The Finance Manager will work in close collaboration with colleagues within the Senior Leadership Team to ensure that strategic objectives are achieved, maintained and developed.

* Appropriately manage and monitor all restricted funds received, ensuring income is allocated, tracked, and spent strictly in line with funder agreements and designated purposes.

• Maintain clear and accurate financial records for each restricted grant, including budget tracking, expenditure coding, and reconciliation.

• Liaise with funders as required and as guided by the CEO and Director of Fundraising to submit timely and accurate financial reports, including the preparation of supporting documentation, expenditure breakdowns, and audit trails.

• Work closely with the Fundraising Director to develop robust, realistic, and fully costed budgets for new and repeat grant applications.

• Work with the CEO to develop 3-year budgets in line with operational strategy and project roll-outs.

• Provide financial input into funding proposals to ensure alignment with organisational strategy and operational capacity.

• Monitor delivery against secured grant budgets and proactively flag variances, underspends, or risks to senior management.

• Coordinate and oversee all post-award financial reporting to ensure accurate, transparent, and timely submission to funders.

• Working with the team to ensure we have invoices/receipts required to make accurate finance claims for funding.

Key Responsibilities

1) Ensure, in close cooperation with the Chief Executive that an appropriate, board approved, financial policy framework is in place to guide the charity's financial decision making.

2) Provide timely advice on new and current business income generation initiatives and develop analysis of performance.

3) Ensure provision of robust accounting services for use by the management team in planning and controlling income and expenditure.

4) Ensure accurate records are maintained to meet external, legal and tax requirements.

5) Ensure management of payroll is completed accurately and to deadline whilst overseeing its process on a monthly basis, as well as all related benefits such as pension.

6) Plan and manage cash flow.

7) Provide financial guardianship of the assets of the charity.

8) Ensure the statutory annual accounts are prepared for consideration by the Board of Trustees.

9) Provide Company Secretary Responsibilities – timely submission of all external reporting e.g. Companies House and Charity Commission.

10) Be the authorised official for the charity for Inland Revenue purposes.

11) Ensure appropriate insurance cover is in place for all requirements.

12) To develop, operate and provide monitoring systems for forecasting, re- forecasting, contingency planning and early indicators.

13) Ensure that all confidential records are maintained accurately and are kept up to date and in accordance with Data Protection legislation.

14) Be responsible for the compilation of the annual operating plan and budget of the charity and its presentation to Trustees for financial forecasting to support the planning process.

15) Develop and regularly revise a long term financial strategy for the organisation.

16) Identify ways to improve the finance function and service delivery and work proactively with the team to deliver these.

17) Keep up-to-date and be involved in wider organisational issues and share these with the finance team as appropriate.

18) Ensure team members are aware of all relevant legislation and are involved in and kept up-to-date with any policy or procedural changes.

Senior Leadership

19) Attend and contribute to Board of Trustee and Sub-Group meetings as required.

20) Ensure the provision of accurate and timely management information and appropriate reports to the Senior Leadership Team and Board of Trustees.

21) Ensure a committed and effective personal contribution to the Senior Leadership team, supporting the CEO and Senior Leadership colleagues in enhancing the contribution they together make to the future.

22) Contribute to the development and implementation of the strategic plan, developing annual work programmes with the Senior Leadership Team as appropriate.

23) Attend and contribute to Management meetings.