



JOB DESCRIPTION

Title of Job: Finance Manager

Salary: £ 38,000 rising to £40,000 after 1 year.

Hours of Work: 40

Flexible/hybrid working: Part of this role may be open to flexible/hybrid working, including home working. However, as some key aspects of the role are driven by very specific dates and deadlines, this will need to be agreed by negotiation.

Reports to: CEO, Board of Trustees

Responsible for: Finance Administrator/Bookkeeper

Main Purpose of Job

- This role is responsible for the provision of Rathbone's Finance and resources services. Working with the CEO, the post-holder will ensure the charity functions effectively, has long term financial viability and sustainability. The post-holder, in conjunction with the Treasurer, will ensure the Board meets its fiscal responsibilities and all regulatory requirements are complied with.

Principal Responsibilities

Finance

- Advise, report to and consult with the CEO on all matters relating to the management of the financial resources of Rathbone and on external factors which may affect its financial situation.
- Prepare, maintain and develop financial policies and procedures, including effective systems of financial control ensuring they are updated as necessary in a timely manner
- Lead the annual budget setting process, liaising with the CEO and relevant managers to produce income, cost and year end projections that are agreed by the Senior Management Team and Board of Trustees.
- Track the financial performance of Rathbone against budget on a monthly basis, providing monthly financial reports, forecasts and commentary to the Trustees and individual reports to service managers.
- Prepare quarterly management accounts to agreed reporting deadlines.
- Lead the production of the Rathbone's annual accounts to ensure they are accurate, and submitted on time.
- Monitor and maintain an adequate cash flow for Rathbone.
- Oversee the payroll scheme, including liaison with the Pension Providers.
- Work closely with the charity's fundraiser to maximise income and in the administration of grants, preparing individual budgets and costs needed for the submission of grants and funding proposals in the required format.
- Act as the main point of contact for auditors.

Staff

- To lead, manage and develop finance staff, including providing support, guidance and training; appraise and manage performance, ensuring the finance team workflow is managed effectively.
- Supervise the input of data on Xero, ensure the accurate recording and processing of all financial transactions, in line with finance policy and procedures.
- Identify individual and team training needs and plan accordingly through appraisals.
- Ensure staff adhere to the policies and procedures established by Rathbone.

Resources

- As part of the Senior Management Team (SMT), the post holder is required to work closely with the team in managing the core administration function of the organisation and the facilities from which it operates.
- This includes contributing to: The efficient management of external contracts; support the CEO/SMT with staff contracts and HR matters; Contribute to the risk register; Deal with enquiries from contractors, clients and other external organisations on financial matters.

Compliance/governance

- Ensure the charity complies with legislation and other requirements for the charity's operations, including GDPR.
- Contribute to the management of insurances for the charity and ensure all policies are up to date and appropriate.
- Complete any returns required such as surveys or statutory information.
- Ensure all public and statutory information about the charity is accurate and updated when necessary.
- Maintain and review the asset register and inventory.
- Undertake the periodic review of the appointment of auditors in consultation with the Treasurer.
- Stay abreast of the Charity Commission reporting requirements, updating Trustees and managers as needed .

General Responsibilities

- Abide by organisational policies and practices including Equal Opportunities and Confidentiality.
- Participate in your own appraisal with your line manager. To work with the line manager to review professional development and undertake training as agreed.
- Provide management support and coaching for staff on financial matters as required.
- Contribute through Rathbone team meetings, training and outreach/events to the development of Rathbone services.
- Contribute to and attend internal/external events and support the CEO/SMT with the promotion of the organisation's workplace culture.
- Any others duties which are considered commensurate with the post.

Dimensions and Limits of Authority

This job description does not form part of your contract of employment. The duties laid down in this job description may change from time to time following a review and in consultation between post holder and the CEO.

PERSON SPECIFICATION

Qualifications

Recognised accounting qualification (or part qualification)
and evidence of personal development in employment (CIMA/ACCA). Essential

Knowledge

Accounting practices and procedures. Essential

Clear understanding of confidentiality in written material. Essential

Knowledge of relevant legislation and of how it applies to the role. Essential

Knowledge of HR, recruitment and employment issues. Essential

Good understanding of relevant IT systems. Desirable

Dealing with regulatory bodies and statutory requirements. Essential

Experience

Proven experience at senior level working in a charity accounts environment. Essential

At least 2 years supervising people in a paid or voluntary capacity. Essential

Experience of working with Boards of Directors and/or Trustees. Desirable

Preparation of statutory accounts and assisting external auditors. Essential

Experience of managing IT resources. Desirable

Managing contracts for specialist financial services. Desirable

Skills and Abilities

Able to communicate with a wide range of people. Essential

Advanced user of use of Xero, Sage Payroll and Excel. Essential

Extensive skills in budget and quarterly management accounts preparation. Essential

Monitoring financial performance. Essential

Strategic thinker. Able to plan work on own initiative. Desirable

Proven ability to analyse data and present management reports, written and verbal. Essential

Other Requirements

Commitment to work with Rathbone's diversity, equal opportunities & confidentiality policies. Essential

Commitment to undertake training as required. Essential