



FINANCE MANAGER

Main Purpose of Job

It is the responsibility of the Finance Manager to oversee the effective management of the Charity's finances and financial processes. The Finance Manager will support the Board of Trustees, CEO, Senior Management Team and all budget holders by ensuring they have accurate and up-to-date financial information so the charity can meet its objects, vision and strategic goals and resources can be used to improve the lives of people affected by dementia. The Finance Manager will ensure the timely and accurate completion of monthly finance reports and annual accounts, set and monitor finance related KPIs and oversee the continuous improvement process in our payroll, procurement and bookkeeping. The Finance Manager will 'line-manage' the Finance Officer.

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.

Reporting to: Chief Executive Officer

Line manages: Finance Officer and finance volunteers.

Location: Alzheimer's and Dementia Support Services offices and 1 or 2 days a week of homeworking

Hours: 37.5 hours per week based around core office hours Monday-Friday, 9:00am-5:00pm, with regular monthly evening meetings and occasional weekend events.

Principal Responsibilities

Finance

- Advise, report to, and consult with the CEO and COO on all matters relating to the management of the financial resources of ADSS 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 Senior Management Team to produce income, and expenditure budgets to be presented to the Board of Trustees for approval.
- Track the financial performance of ADSS against budget monthly, providing monthly financial reports, forecasts and commentary to the Trustees and individual reports to managers in a timely manner.
- Ensure any finance systems are fit for purpose and project manage any changes.
- Monitor the Charity's reserves position and restricted funds.
- To oversee the annual audit and be the auditor's main point of contact.
- Support the Board of Trustees, CEO and COO to minimise the Charities exposure to the risk of fraud and financial crime.
- Lead the production of the ADSS's annual accounts to ensure they are accurate and submitted on time.
- Monitor and maintain an adequate cash flow for ADSS.
- Oversee the payroll scheme, including liaison with the Pension Providers.



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- 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.
- Conduct regular financial control checks to ensure ADSS is meeting its legal and regulatory responsibilities.

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 ensuring 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 ADSS.

Resources

- As part of the Senior Leadership Team (SLT), 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, COO and SLT 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

- Support the CEO to ensure the charity complies with legislation and other requirements for the charity's operations, including GDPR.
- Be the lead for external financial audits and understanding the requirements of the SORP (The Charities Statement of Recommended Practice).
- Ensure we meet all our HMRC obligations and understand our tax liabilities.
- 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 CEO.
- 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.



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- Contribute through ADSS meetings, training and outreach/events to the development of ADSS's services.
- Contribute to and attend internal/external events and support the COO/SLT with the promotion of the organisation's workplace culture.
- Any other 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

	Criteria	Essential/ Desirable
Qualifications	Recognised accounting qualification – CIMA/ ACCA/ ACA part qualified or AAT Level 4	Essential
Knowledge	Accounting practices and procedures	Essential
	Accountancy systems and using Microsoft Excel for financial reporting	Essential
	Charities SORP	Desirable
Experience	Proven track record in staff management	Essential
	Dealing with charity finances and the SORP	Desirable
	Preparation of statutory accounts	Essential
	Using monthly finance reports to support operational and strategic decisions	Essential
	Producing annual budgets and presenting them to the Board	Essential
Skills	Good communication skills - written and verbal	Essential
	Ability to create an informed budget and forward plan	Essential
	Ability to drive continuous improvement and solve problems in a team environment	Desirable



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	Strong numerical and data analysis skills	Essential
	Working knowledge of Sage	Desirable
	Ability to work independently and as part of a team	Essential
	Presenting financial information to those with a non-financial background	Essential