

Job Description

Position:	Finance Manager
Reports to:	Chief Executive (CEO)
Line manages:	Finance Officer (part-time)
Hours:	2 – 3 days a week
Pay:	Up to £45,000 pro-rata, depending on experience

About Alive:

Alive is the UK's leading charity enriching the lives of older people and training their carers. We believe passionately that all older people should feel connected to the world around them and our award-winning and innovative activity in care settings and in the community make this possible, alongside the coaching we deliver to carers to equip them to engage older people more meaningfully.

Overall Job Purpose:

Oversee and manage the charity's finances, and contribute to other aspects of day-to-day operations

Main duties and responsibilities:

Day to Day

- Maintain an overview of Alive's finances
- Manage the part-time Finance Officer, whose duties include all functions of day-to-day book-keeping, data entry, checking and processing expenses claims, plus credit control
- Authorise and process the payment of invoices, within delegated authority levels
- Ensure bank reconciliations are produced at least monthly
- Manage external payroll bureau, provide details of monthly salaries, and ensure payment of salaries, tax and pension contributions is accurate and on time
- Liaise with the Fundraising Manager to ensure records of income (received and forecast) are accurate and agree to fundraising systems
- Produce monthly management accounts, with suitable financial analysis and reports
- Advise the CEO and Finance Committee of significant variances as they develop and recommend any action needed
- Attend Finance Committee meetings, and Board meetings when requested, preparing reports as and when required

Annual Cycle

- Produce annual budgets and mid-year reforecasts for all areas, including cash flow forecasts, in liaison with the CEO and Team Managers
- Oversee production of the Trustee Annual Report and accounts, in line with SORP guidance

- Liaise with external Independent Examiners to ensure sign-off of the accounts

Ad hoc

- Develop QuickBooks to ensure its features are being fully exploited
- Support the CEO, and other staff, with the financial aspects of preparing fundraising proposals and contracts
- Ensure budget coding structure enables:
 - restricted grant income and expenditure to be monitored and reported on to funders
 - Alive's budget holders to monitor income and costs across different activities
- Ensure financial policies and procedures are maintained and developed
- Ensure appropriate financial controls are embedded throughout the charity
- Take responsibility for monitoring and updating the Risk Register and appropriate controls
- Take responsibility for and ensure compliance with GDPR
- Ensure compliance with Charity Commission, Companies House and HMRC requirements, and act as Company Secretary
- Contribute to strategic and business planning processes, providing support for the CEO and Board of Trustees as required
- Liaise with the lead Trustee for Finance on relevant financial matters
- Advise the CEO on HR, IT, legal matters and the smooth-running of the office and its systems, where possible
- Undertake other reasonable duties requested by the CEO

Person specification:

Experience

Essential:

- Partly or fully-qualified accountant (or demonstrably qualified by experience)
- Using accounting systems (Alive uses QuickBooks)
- Producing budgets, management accounts and statutory accounts (the latter with input from auditors or independent examiners)
- Developing systems for producing, monitoring and reporting on budgets

Desirable:

- Experience of working in a financial role within the voluntary/community sector

Skills and Knowledge

Essential:

- Demonstrable knowledge of presenting complex financial information clearly and concisely
- Ability to multi-task, prioritise and take the initiative to solve problems
- Good organisational skills, with excellent attention to detail
- Ability to work independently, proactively and under own initiative
- Ability to meet deadlines and balance planned work with other pieces of work that may arise
- Excellent written and verbal communication skills and phone manner

- Computer literate and familiar with using common Microsoft Office 365 programmes

Desirable:

- Knowledge of relevant financial reporting requirements (e.g. SORP, PAYE, VAT and Gift Aid)
- Using Customer Relationship Management systems

Personal attributes

Essential:

- An interest in improving the quality of life of older people
- Friendly and approachable team player
- Positive and enthusiastic outlook
- Confident and assertive
- Close attention to detail, ensuring 100% accuracy as far as possible
- Creative thinker who can develop new ideas and turn them into action
- Desire to succeed

Terms and Conditions of employment:

Salary: Up to £45,000 per annum, pro-rata, depending on experience, plus contributory pension. Salaries are paid monthly in arrears and reviewed annually.

Conditions of employment: This post is part-time, 2-3 days a week, 15-22½ hours. We work a 7½-hour day. Annual holiday allowance is 33 days pro-rata including Bank Holidays. Some evening work may at times be required, occasionally to attend meetings.

Location: Alive has an office at the Create Centre, Smeaton Road, Bristol BS1 6XN. We operate a hybrid method of working, hours to be worked remotely and in the office to be agreed with the CEO. However at least one day a week must be in the office.

Training: You will be encouraged to attend some Alive sessions in order to be able to understand and communicate our work.

This job description is for guidance. Employees are expected to be flexible and co-operative and to undertake additional duties as required.