

## Finance Manager Role Description and Person Specification

Job title:	Finance Manager
Reports to:	Charity Director
Hours:	14 hours worked over the week (fewer hours in school holidays negotiable)
Base:	Blue Smile office (currently in Cambridge)
Salary:	Full-time equivalent £27,000 - £32,000 per annum, dependent on skills and experience

Blue Smile's mission is to improve the mental wellbeing and prospects of Cambridgeshire children through expert arts-based therapies. The charity has well over 60 clinical workers in teams and as individuals in schools in Cambridgeshire giving vital therapy and mentoring to emotionally troubled children. The small central office supplies vital support in clinical administration and management and fundraising for our work, and overall management of the charity as it works towards our vision of a world where happier children have brighter futures.

### Overall purpose of the role

- To manage the bookkeeping system (Xero), including monthly management accounts and ad hoc reports as required, helping to supply information for fundraising and for the annual accounts (which will be done by an external accountant). Most purchase invoices and payments are made by the IT/Finance/Office Assistant, the Finance Manager (FM) raises sales invoices and manages both aged receivables and payables. The FM has overall responsibility for all aspects of the finance system.
- To support the Charity Director, Clinical Administration and Office Manager, fundraisers and trustees through providing information needed; maintaining and helping to develop in-house systems and procedures to ensure compliant and optimal financial information at all times

### Main duties and responsibilities

#### Finance

- Manage the cash flow (and provide regular forecasts), restricted income, budget, oversight of Xero and providing monthly management accounts from Xero with narrative for the Board of Trustees and staff
- Oversee the IT/Finance/Office Assistant in their financial tasks - they will be line managed by the Clinical Administration and Office Manager.
- Providing financial information for charitable trust and other fundraising applications, including costing packages and monitoring expenditure against budget
- Provide finance papers for Board meetings and collate all other reports/minutes for dissemination to trustees and attendees
- Taking part in and providing papers for the Finance and Remuneration subcommittee (approximately 5 times per year)

- Supporting the Treasurer, Company Secretary, external financial service and Charity Director with the financial year end to ensure all documents are received and filed and to help the Charity Director with narrative for annual accounts and annual review
- Supporting the Treasurer and Company Secretary in maintaining all records related to governance
- Ensure annual accounts and any changes are filed with Companies House and Charity Commission on time
- Supporting the treasurer, external financial service and Charity Director with the production of the annual budget
- Submit regular Gift Aid claims
- Deal with any external enquires in a timely manner e.g. suppliers
- Support fundraising with administration and reconciliation of eTapestry with Xero
- Oversee the processing of staff expenses by IT/Finance/Office Assistant
- Raise invoices for schools and funders
- Ensure all invoices submitted by practitioners are correct and timely (oversight)
- Fixed asset register and depreciation
- Prepayments and accruals
- Salary journals and payments
- Bank reconciliation
- Regularly review finance policies and procedures
- Provide annual leave cover for the IT/Finance/Office Assistant and basic HR duties if required
- Any other reasonable duties as required

## Person Specification

### Qualifications

- A degree-level education or equivalent and a bookkeeping/accountancy qualification, minimum AAT, and ideally CIMA, ACA or ACCA

### Experience

- Production of management accounts, budgets and cash flow, ideally for a small business or charity and ideally using Xero
- Experience within a management team
- Ideally, some experience of working in a voluntary sector organisation, small organisation or schools

### Skills

- An ability to contribute to effective planning and to implement resulting activities effectively
- An ability to ensure the maintenance of confidential records
- An ability to work under pressure, deal with a fast and varied workload, and prioritise activities
- Excellent analytical and problem-solving skills
- Ability to communicate with and provide information to non-finance colleagues
- Competent computer skills, including Word, Excel and, ideally, Dropbox and Xero

### Personal qualities

- A 'can do', collaborative, tactful and helpful manner
- Organised and good at planning and managing
- Good communication skills: phone, written and oral
- Passionate about the charity and its cause