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| **JOB TITLE** | Finance Manager |
| **RESPONSIBLE TO** | Chief Executive Officer |
| **RESPONSIBLE FOR** | Finance Administrator |
| **JOB PURPOSE** | The financial management of the charity |
| * Line managing and setting tasks to the finance administrator * Build on and finalise year end accounts * Work with auditors as they prepare statutory accounts * Produce quarterly budget reports * Ensure the charity financial records are entered into system correctly * Invoicing for day services and residential home (shared responsibility) * Bank reconciliations, * Payroll using QuickBooks system (RTI and pensions) * Monthly payroll journals * Credit control. Monitor debtors and timely report to CEO and trustees. * Assisting CEO with budgets preparations, * Ensure payments to creditor, HMRC and employees have been done in time and correctly. * Assisting CEO with fundraising * Developing financial procedures to improve the overall efficiency of the finance function | |
| **MAIN DUTIES** | |
| * Working with the finance administrator to ensure processes work effectively. Identify and allocate tasks to the finance administrator. Monitor work and train as necessary.   **Note**: Tasks identified within this job description may, as appropriate to their skill level and within time constraints, be allocated to the finance administrator.   * Ensure all book keeping processes are ready for the end of each financial year. Work with the accountant and C.E.O. to support the production of the financial statements. * Work with the auditors in support of the Charity’s annual audit by having available any documents they may request * Ensure the QuickBooks system is kept up to date and is accurately inputted. * Support departmental managers with keeping records of petty cash transactions. * Produce invoices for service user attendance, keep accurate credit control records. Monitor debtors and timely report to CEO and trustees. * Work with C.E.O. to produce annual budgets for each department. * Working with the Society’s administrator and departmental managers to run monthly payroll (approx. 45 staff), using the QuickBooks system to:   Pay staff accurately and on time  Maintain records for payroll, annual leave and sickness for each department  Be responsible for RTI reporting to HMRC and making accurate PAYE payments  to HMRC   * Developing financial procedures to improve the overall efficiency of the finance function * Working with the Trustees and staff to team to support fundraising and identify opportunities for funding. * Liaise and support the Charity Shop manager with banking, record keeping and other financial processes. | |
| **ADDITIONAL DUTIES** | |
| * On occasion in the absence of the administrator, take telephone messages and signpost enquires to the correct department | |
| * Attend Trustee and other operational meetings as required | |
| **PREPARED BY**: Pauline Fletcher C.E.O. **DATE**: July 2023 | |
| The company reserves the right to amend the duties of the Finance Manager according to the needs of the business. | |