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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
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| **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 timeMaintain 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.
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| **ADDITIONAL DUTIES** |
| * On occasion in the absence of the administrator, take telephone messages and signpost enquires to the correct department
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| * Attend Trustee and other operational meetings as required
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| **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. |