**Job Description – Finance Manager**

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| Responsible to | Finance Director |
| Salary | NJC 40 - £48,474 |
| Hours per week  | 35 |
| Annual Leave per annum | 25 (rising to 30 day after 5 years) |
| Main base  | Kath Locke Centre. 123 Moss Lane East, Manchester |
| Contract | Permanent |
| Level of DBS check | N/A |

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| Main aims of the post |
| To be responsible for operational and day to day activities of the Finance department. To ensure effective delivery of all commissioned and agreed key performance indicators, and to ensure the service adheres to all relevant statutory and legal requirements. |

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| Main duties of the post |
| 1. Ensure that accurate financial records are maintained for several companies within the group
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| 1. Preparation of timely management accounts and contribute towards the consolidated accounts
 |
| 1. Working with Managers to help their understanding and ensure that relevant service contracts are financially managed appropriately
 |
| 1. Preparation of draft statutory accounts with audit level working papers
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| 1. Manage the audit process of the companies for which responsible
 |
| 1. Assist in the preparation of budgets and board reports
 |
| 1. To effectively line manage staff and liaise closely with other Finance Managers
 |
| 1. To support staff to achieve KPIs and customer-focussed targets on a day-to-day basis
 |
| 1. To liaise with a variety of stakeholders to ensure effective service delivery
 |
| 1. To contribute towards business development opportunities including contributing to bids/tenders and attending strategic forums
 |
| 1. To promote and support service user involvement in service delivery and development as appropriate
 |
| 1. To identify risks for the risk register and manage those risks associated with the Finance department
 |
| 1. To manage relevant financial transactions in line with BLG financial procedures (petty cash, budget management, purchases, income generation, cash handling)
 |
| 1. To manage service contracts database. i.e. utilities, waste disposal, photocopiers, franking machines to ensure a smooth service delivery
 |
| 1. Manage/support volunteering opportunities, adhering to Big Life group policies/procedures and accreditations
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| 1. Act as an external ambassador for your service attending conferences, workshops and networking meetings as appropriate
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| **General work related expectations** |
| 1. To work within the Big Life group mission and values
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| 1. To contribute to the development of the Big Life group
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| 1. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding
 |
| 1. To commit to own personal development and attend training or development activities as required
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| 1. To work in accordance with all relevant legislation
 |
| 1. To undergo regular supervision and at least an annual appraisal
 |
| 1. To undertake any other duties as required, and as appropriate to the post
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**Person Specification - Manager**

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

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| Area | Method of assessment |
| **1.Experience** |  |
| 1. Experience of successfully managing staff
 | A/I |
| 1. Experience of working with a range of service providers and stakeholders
 | A/I |
| 1. Experience of applying accountancy rules in real company settings
 | A/I |
| 1. Experience of maintaining ledgers, preparing management and statutory accounts
 | A/I |
| 1. Experience of effectively working under pressure in a dynamic environment
 | A/I |
| **2.Skills** |  |
| 1. Ability to keep accurate records using Sage for several companies
 | A/I |
| 1. Ability to produce timely management and statutory accounts for companies and charities
 | A/I |
| 1. Ability to effectively manage staff and teams
 | A/I |
| 1. Ability to identify and help manage financial risks in companies
 | A/I |
| 1. Ability to successfully contribute towards bids and tenders
 | A/I |
| 1. Ability to effectively work with a range of people from different skills and backgrounds, both internally and externally
 | A/I |
| 1. Ability to write reports and communicate well in English
 | A |
| 1. IT skills including Sage (preferably Sage 200)
 | A |
| **3.Knowledge**  |  |
| 1. Knowledge of accountancy rules and practice for commercial companies or not for profit (both would be an advantage)
 | A |
| 1. Knowledge of how those rules work in a busy Finance office with a range of businesses.
 | A/I |
| **4.Education – qualifications required for the post** |  |
| 1. CCAB - CIMA preferred - or working towards CCAB qualification
 | A |
| 1. GCSEs grade C or above, including Maths and English
 | A |
| **5. Personal** |  |
| 1. Positive and outlook and a ‘can do’ attitude
 | I |
| 1. Personal resilience and flexible attitude in the face of difficulties
 | I |
| 1. Commitment to working towards the Big Life group’s missions and values including having a non-judgemental approach
 | A |
| 1. Commitment to personal development and willingness to regularly update skills and experience
 | I |