

## In a Nutshell

You will ensure effective control of all financial operations of the charity and it's trading subsidiary.

## These are your main Tasks

### 1. Finance

- Responsible for all day-to-day financial transactions including sales ledger, purchase ledger, bank reconciliation, cash control, intercompany balances and reconciliations, VAT returns, gift aid administration and payroll.
- Produce timely management accounts and reports. Advise on cash flow and financial control.
- Develop, monitor and update annual budgets and ensure actual income and expenditure is up-to-date and correct.
- Develop and maintain an effective financial administration system with accurate data and within agreed systems.
- Manage the payroll and pension administration and complete all relevant PAYE and HMRC returns.
- Manage all gift aid administration and claim processing ensure adherence to eligibility rules and guidance.
- Produce Annual Accounts in accordance with the Charity SORP.

### 2. Charity Business

- Liaise with, monitor and review utilities and insurance providers to ensure appropriate and cost-effective supplies.
- Have charity governance knowledge and support the board and Executive Assistant in all board matters.
- Support Heads of Department with preparation and monitoring of departmental information e.g. costings, forecasts, applications for funds; milestones and other KPI's.
- Be an integral part of the Charity's projects and contribute where appropriate to the development of business and grant opportunities and other external involvements and partnerships.
- Be practised and competent in Full Cost Recovery systems and contribute to ensuring that the Charity and its business remain fit for purpose.
- As a Head of Department, work with the other HODs, CEO and Board of Trustees to drive the charity's strategy.
- Liaise with and assist auditors/accountants to ensure the smooth running of the annual audits.
- Complete and submit annual returns to regulatory bodies.

- Contribute to the development of the Charity's Policies & Procedures, e.g. Financial Management, enabling the highest level of awareness and compliance by all staff and volunteers, via appropriate training, monitoring, inspection and review.

### **3. Systems Management**

- Ensure that financial recording and administrative procedures run smoothly and meet relevant legal standards and quality management systems.
- Ensure the Charity is able to optimise and develop the benefit of any appropriate technology.

### **4. Other responsibilities**

- Supervise and mentor the Office and Accounts Administrator.
- Comply with the Charity's policies, procedures, monitoring and management systems. Promote the Charity's Equal Opportunities, Environmental and Health and Safety policies.
- To assist the trustees in setting performance indicators for the departments and coordinate the performance management process with the heads of department.
- To supervise the overall IT infrastructure.
- Undertake any other tasks that may be requested from time-to-time as may be consistent with the nature and scope of the post.

## The Perfect Fit

### **We'd expect you to:**

- Have an Accountancy Qualification: CCAB, AAT or qualified by experience.
- Have significant accountancy experience, including in the Charity Sector.
- Be highly IT literate.
- Be a good communicator and be able to translate financial information to the other Heads of Department.
- Have experience in Sage.

### **Ideally you would:**

- Understand Gift Aid Rules and Regulations
- Have staff management experience