

JOB DESCRIPTION

Job Title: Finance Manager

Accountable to: Chief Executive Officer

Responsible for: Finance Assistants

Salary: Circa £45,000FTE

Location: Hybrid with meetings in Harpenden

Hours: 20-25 hours per week

Contract: Permanent

MAIN DUTIES AND RESPONSIBILITIES

1. To work with the Chief Executive Officer and assist with providing proactive, efficient and effective financial administration of the charitable resources, ensuring that all accounting and finance activities are undertaken to ensure ongoing financial viability of the organisation.
2. Play a key role in ensuring that internal financial systems and procedures work effectively, providing accurate and timely reports as required in line with internal policies and relevant financial regulation.
3. Ensure that the fee income model is accurate and effectively applied to ensure the financial viability of all services.
4. Ensure that financial policies and processes are implemented that safeguard the financial welfare of all users of Harpenden Mencap Services carrying out internal audits of benefits and bank accounts as required.
5. To assist in the administration of service expenditure including benefits, service user finances and ordering.
6. To assist in the preparation and oversight of annual budgets, ensuring that the monthly financial reports and cash flows are accurately reported to the Chief Executive Officer and the Trustees attending meetings in person as and when required.
7. Collaborate closely with the fundraising department and volunteers to support the financial administration of fundraising activities, ensuring accurate recording of income and expenditure and providing timely financial insights to aid decision-making.
8. Efficiently manage bank balances, credit card/pre-payment card facilities, accounts receivable and payable and payroll and producing ad hoc reports when required.
9. Oversee the efficient production of monthly management accounts and year-end reports. Work with the external auditor for the timely production of statutory accounts.
10. Maintain the fixed asset register including recording acquisitions and disposal. Process annual depreciation charges.

11. Provide administrative support to ensure Charity Commission, Companies House and HMRC records and submissions are carried out in accordance with the required timescales.

General

1. To maintain a standard of dress that is appropriate to the role and in accordance with the organisation's dress policy.
2. To always maintain confidentiality. Ensure proper observance of and adherence to Harpenden Mencap's Confidentiality Policy.
3. To safeguard all personal data and ensure that all records, whether paper or electronic are kept secure in line with the Data Protection Act 2018.
4. To attend regular supervision/1:1 sessions with your line manager, regular team meetings and undertake relevant training and continuing professional development as and when required.
5. To take all reasonable care of the health and safety of yourself and of others who may be affected by your acts or omissions. With regards to any duty or requirement imposed upon the organisation by or under any relevant statutory provisions, to co-operate with the organisation to enable that duty or requirement to be performed or complied with.
6. To report to the Safety and Compliance Officer either serious risks or concerns over safety issues.
7. To work collaboratively with volunteers to ensure that their contribution enhances quality of service provision and support across the organisation.
8. To work at any other Harpenden Mencap location, as and when required.
9. To undertake any other duties which are consistent with the post.
10. This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service.