



Great Yarmouth & Waveney Mind

Job Description

Job Title:	Finance Manager
Accountable to:	Chief Executive Officer
Responsible For:	Finance and IMT
Salary:	Great Yarmouth & Waveney Mind Senior Manager Scale
Location:	Great Yarmouth & Waveney Mind, Head Office
Hours:	22.5 hours per week (to include attendance at each of the Finance, IMT and Performance Committee meetings)

Main Job Purpose:

The Finance Manager is responsible for all aspects of financial, information and technology management within the Charity. The Director will operate as a full executive member of the Organisation Board, accountable to the Chief Executive.

The Finance Manager will carry out all the statutory duties on behalf of the organisation, adding value through promoting financial performance to support the continuing profitability and growth of the Charity. They will be engaged at all levels within the organisation to achieve the targets and performance measures. As part of the Leadership team they will work cohesively with his/her colleagues and also take responsibility where required in absence of the Chief Executive.

Their immediate responsibilities will be to provide strategic leadership and management to the finance function, for the financial stewardship, probity, governance of resources, help strengthen the finance contribution to the organisations activities and also to advise the Chief Executive, the board of Trustees on all aspects of:

- Financial strategy and financial management
- Procurement and supplies
- Payroll
- Financial risk



- Investment appraisal
- Raising of debt and other finance
- Covenant compliance
- Cash flow management
- PR/communications on aspects of finance issues
- Commercial opportunities and risks
- Financial responsibilities and issues related to being a Charity
- Financial systems development

Specifically, the purpose of the role is to:

- Lead and drive the development of the organisations strategic financial strategy.
- Lead and develop performance management in the Charity.
- Lead the management of financial resources, to ensure probity, efficiency, high performance and overall value for money.
- Lead the development, management and delivery of the IM & T strategy which supports and enables the delivery of the Organisation Board strategic aims.
- Lead the production of timely, relevant, accurate and comprehensive financial data, to enable effective decision-making and performance monitoring at all levels in the Organisation.
- Lead and manage financial services, information and advice to managers throughout the organisation.
- Lead and drive the delivery of productivity and efficiency improvement
- Take a shared responsibility for corporate objectives.

KEY RESULT AREAS

A. Ensuring long term financial stability

- Designing and implementing in conjunction with the Board, a financial and informatics strategy that is integral to, and supports the delivery of the Organisation's strategic plans.
- Reviews service and financial trends and advises the Board/Committee and SMT of the implications of and potential responses to these trends.
- Identifying opportunities for the more effective use of resources within the Organisation and ensuring that processes are in place to deliver them. To include providing drive and leadership to the delivery of productivity and efficiency improvement plans.
- Leading financial appraisals and analyses of capital investment proposals and providing appropriate support to capital projects.
- Supervising and monitoring capital planning from a financial perspective and managing the asset register.
- Ensuring that the Organisation meets its statutory financial obligations and all other reporting requirements and delivers against its financial objectives, including maintaining solvency and delivering long term sustainability.

B. Maintaining Financial Stewardship

- Maintaining the highest standards of financial reporting, including the representation of annual accounts and budgets and the monthly monitoring of expenditure against those budgets.
- Ensuring Organisation compliance with all legal and regulatory requirements, financial guidance and recognised accounting standards.
- Developing and maintaining the highest possible standards of financial management throughout the Organisation.
- Assessing financial risk, recommending action and contributing to the Organisation's Risk Management strategy.
- Liaising with external auditors and implementing their recommendations.
- Presenting financial information in a timely and comprehensible way to the Finance Committee and managers throughout the Organisation.

- Ensuring that all of the Organisation's budget holders and managers are appropriately trained and supported in their use of financial information.
- Maintaining financial discipline within the Organisation through ensuring the implementation and regular review of accounting policies and financial instructions and procedures.
- Ensuring robust treasury management processes are in place and adhered to in order to maximise the management of working capital and cash.
- Ensuring Organisation compliance with its own internal financial standards, policies and instructions.
- Ensuring Informatics and Technology are developed to deliver Organisation priorities.
- Apply rigorous commercial disciplines and techniques to assessing viability of investment proposals;

C. Meeting financial performance targets

- Preparing, setting and monitoring the Organisation's annual budget in support of its business plan.
- Designing and maintaining effective financial systems to enable the delivery of all financial functions.
- Delivery of financial objectives, including holding managers to account for the delivery of financial performance.
- Setting and meeting standards for all the Organisation's financial services and functions including contracted services.
- Supporting Organisation managers in achieving their financial targets and objectives.

D. Providing professional advice

- Being the principle financial advisor to the Board, Finance Committee and the Senior Management Team.



- Providing professional leadership, support and advice to all Organisation staff with a financial remit.
- Maintaining strong links with professional accountancy bodies and education centres to ensure contemporary training, research and best practice are available to the Organisation.

E. Information Technology

- To provide leadership in the development and delivery of a strategic approach to IT, ensuring technology is maximized to support the people who use the services and business management.
- To take executive responsibility for high standards of information governance in all areas, identifying and mitigating risk appropriately.
- To lead the negotiations and development of contractual arrangements with the major suppliers, ensuring capability, capacity and value for money in all support areas.
- To ensure robust systems for business continuity are in place should key systems fail in unforeseen circumstances.

F. Fulfilling the corporate responsibility

- Contributing to the development of the Organisation's strategic direction, business planning and service management and policies.
- Actively contributing to the management of the Organisation and being visible and engaged with operational staff, particularly in the context of raising financial awareness and ensuring that financial objectives are achieved.
- Representing the Organisation at local, regional and national levels on corporate matters, including public relations activities.
- Sharing with Executive Directors the responsibility for the effective two way communication with all Organisation staff.

G. Other



- Reporting directly to the Chief Executive Officer on any irregularities or concerns about finance matters.
- To support the aims of Great Yarmouth & Waveney Mind
- To contribute to the development of policy and practice.
- All duties to be performed in line with Great Yarmouth & Waveney Mind policies.
- To participate in appraisal and personal development planning.
- Any other relevant duties as agreed with the Chief Executive Officer.

This is an outline of the postholder's duties and responsibilities. It is not intended as an exhaustive list and will change from time to time in order to meet the changing needs of the organisation.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Knowledge and Experience	
<ul style="list-style-type: none"> • Experience with producing management and statutory accounts • Tax administration and relief (VAT, PAYE year-end, Gift Aid etc.) • Experience managing staff • Good IT skills and familiarity with accounting software 	<ul style="list-style-type: none"> • An understanding of The Vegan Society's values and objectives • Understanding of financial administration and governance in charities • Knowledge of SAGE • Payroll administration
Education / qualifications & training	
<ul style="list-style-type: none"> • Part qualified/qualified AAT • CPD 	<ul style="list-style-type: none"> • Educated to degree level or equivalent

<ul style="list-style-type: none"> • Experience in a similar post 	<ul style="list-style-type: none"> • Qualified accountant with CPD
Skills & abilities	
<ul style="list-style-type: none"> • Good IT skills, especially databases • Strong budgeting and financial management skills • Accurate bookkeeping and managing control accounts • Ability to communicate complex financial issues clearly and succinctly verbally and in writing • Highly organised with attention to detail: able to manage multiple priorities and work to successfully to deadlines targets, delivering objectives and desired outcomes • Ability to establish good working relationships with colleagues, the Senior Management Team and Trustees 	<ul style="list-style-type: none"> • Strong negotiating skills • Fundraising • Writing and developing contracts with external organisations
Personal qualities	
<ul style="list-style-type: none"> • Ability to deal with sensitive information in a confidential manner • Demonstrates loyalty, honesty and integrity • Positive, confident, assertive, and articulate • Highly developed interpersonal skills • Approachable and adaptable team player who is resourceful and solution-focused • Willingness and ability to undertake appropriate training and development as required. • Flexible 	