**JOB PROFILE**

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| **POST:** | Finance Manager |
| **SALARY:** | £30,000 p.a. |
| **HOURS:** | 35 hours per week |
| **LINE MANAGER** | Business Manager |
| **RESPONSIBLE FOR:** | Finance and Administration Assistant |
| **DURATION:** | Permanent subject to continuous funding |

**JOB PURPOSE:**

Contribute to the effective management and strategic development of the organisation’s key financial systems and provide financial support to the Business Manager and Senior Management Team. The post holder will be a member of the Senior Management Team and contribute to the Business Support function, in particular organisational performance, IT and communication systems, and health and safety.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Undertake line management responsibilities for the Finance and Administration Assistant including supervision and performance monitoring.
2. Ensure the effective management of the organisation’s key financial systems including assisting the Business Manager with the organisation’s overall budget and cash flow. Create and maintain systems for monitoring income and expenditure, including donations and the preparation of monthly management accounts.
3. Contribute to the sustainability of existing, and development of new, services across the Business Support function including: finance, organisational performance, IT systems and communications.
4. Produce effective finance and performance reports for the organisation.
5. Contribute to written reports (including monitoring reports for funders) and client updates that are appropriate to the audience for which they are written and succinctly present and appraise options and make clear recommendations for action.
6. Maintain and amend as necessary the Finance Policies and Procedures including the Financial Risk Assessment.
7. Be accountable for all bank and control account reconciliations including rental income, payroll, stock control.
8. Be accountable for the payroll system, liaising with the external payroll bureau who administrate the payroll and pension functions.
9. Be accountable for the rent accounting system for all residents and ex-residents to ensure income maximisation. Reconcile the rents system to the accounts system monthly.
10. Induct new staff in routine finance systems and deliver update training to all staff as required.
11. Maintain awareness of child protection / safeguarding issues and report any such concerns as a matter of urgency.
12. Support the development of effective service user involvement activities in order to ensure the continued development of PTMWA services.
13. Maintain a safe living/working environment within all PTMWA premises by contributing to risk assessments, health and safety checks, inspections as appropriate and crisis management.
14. Manage the organisation’s suppliers and sub-contractors being mindful of the organisation’s relevant policies and needs. To include supplier liaison, contract renewals, insurance and DBS checks where required.
15. To follow strict PTMWA confidentiality procedures for all service users and their families.

**GENERAL:**

1. To identify own training and development needs and participate in all training courses relevant to Pankhurst Trust (Incorporating Manchester Women’s Aid) commitment to providing high quality services.
2. To work at all times with due regard to the policies and procedures of the Pankhurst Trust (Incorporating Manchester Women’s Aid), including financial regulations, participating in their development and amendment where required.
3. Willingness to work outside normal working hours including occasional evenings and weekends and to participate in promotional, fundraising and income generating events, activities and any other duties as may be reasonably required by the organisation.

**OTHER:**

1. This post is subject to completion of a six month probationary period.
2. Must be mobile to visit sites and work across the whole city as required.
3. Post is open to women only under the Equality Act 2010, schedule 9, part 1
4. The post is subject to a Disclosure Scotland barring check

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.

**PERSON SPECIFICATION**

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| **CRITERIA** | **ESSENTIAL/DESIRABLE** | **ASSESSED** |
| **EDUCATION/QUALIFICATION** |  |  |
| Excellent standard of general education | E | Application Form |
| Professional Accountancy Qualification such as AAT, CIMA or ACCA | E | Application Form |
| **EXPERIENCE** |  |  |
| Recent and significant experience of financial management | E | Application Form |
| Recent experience of line management | E | Application Form/Interview |
| Experience in developing and maintaining effective financial management and budgetary control systems | E | Application Form/Interview |
| Experience of Housing Benefit systems and able to implement and maintain a rent management system | D | Application Form/Interview |
| Knowledge and experience of using QuickBooks or an equivalent accounting package and of using and maintaining spreadsheets (intermediate level Excel or equivalent) | E | Application Form/Interview |
| Experience of Financial Audit and Accounts preparation | E | Application Form/Interview |
| Experience of working in the domestic abuse / voluntary sector | D | Application Form/Interview |
| Experience of working within the Housing Sector | D | Application Form/Interview |
| Experience of data collation and analysis | E | Application Form/Interview |
| **KNOWLEDGE AND UNDERSTANDING** |  |  |
| Current knowledge of charity accounting, payroll procedures, income and accounting regulations | D | Application Form/Interview |
| A good understanding of current data protection legislation and how that is applied within finance and performance reporting | E | Application form/ Interview |
| A good understanding of confidentiality and appropriate personal/professional boundaries | E | Application Form/Interview |
| **SKILLS AND ABILITIES** | | |
| The ability to critically assess data and use professional curiosity to ensure accuracy | E | Application form/ Interview |
| Excellent communication and interpersonal skills including the ability to communicate with non-financial staff members | E | Application Form/Interview |
| Excellent IT skills including the ability to use Microsoft Excel and Word proficiently. | E | Application Form/Interview |
| Able to troubleshoot basic IT and phone system issues as they arise | D | Application Form/Interview |
| Ability to influence others through persuasion | E | Application Form/Interview |
| Ability to work on own initiative and prioritise work in a busy, and ever changing environment | E | Application Form/Interview |
| Ability to prepare and present reports and information in an accurate, concise and meaningful manner | E | Application Form/Interview |
| Ability to critically assess own performance and reflect on own practice, making changes where necessary | E | Application Form/Interview |
| Excellent report writing skills with the ability to adjust presentation to different audience needs | E | Application Form/Interview |
| OTHER |  |  |
| Commitment to equal opportunities and anti-discriminatory practice | E | Application Form/Interview |
| Willingness to undertake training and a commitment to continuous professional development | E | Application Form/Interview |
| Willingness to work flexibly and ability to travel to different sites and venues. | E | Application Form/Interview |

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| **POST HOLDER SIGNATURE:** |  | **DATE:** |  |
| **LINE MANAGER SIGNATURE:** |  | **DATE:** |  |