



Finance Manager

Job Information

About Hunts Forum

Hunts Forum is an independent registered charity set up by local organisations in the 1970s to provide a central source of expert help and advice for local groups. Our purpose is to support charitable organisations by providing them with the tools they need to set up and grow. We provide training, one-to-one support and advice to help the community and voluntary groups develop and grow in Huntingdonshire and Fenland.

We are also a part of Support Cambridgeshire, a county-wide partnership with Cambridge CVS to provide services across Cambridgeshire.

Hunts Forum manages the Maple Centre, a local voluntary sector hub, and our reception welcomes everyone arriving into the building.

Our services are classified under three broad headings.

Representation

We act as a voice for voluntary groups in our area, contributing to all the central committees and partnerships that meet to determine public policy and action in Huntingdonshire, Fenland and the County.

Networks

We bring groups together to provide communication support for themed and geographical networks. We provide regular bulletins and access to consultations.

Organisation Development

We provide training and one-to-one development sessions to enable community and voluntary groups become stronger and more sustainable.

Staff structure

Julie Farrow
CEO

DELIVERY & PROJECTS

Kathryn Shepherdson
Deputy CEO

Keith Johnson
Senior Development Officer

Oli Bachini
Development Officer

Debbie Drew
Fenland Engagement Lead

Marketing and Comms Manager
New post

FINANCE & ADMIN OFFICE

Advertised Role
Finance Manager

Dawn Ryder
Maple Centre
Receptionist/administrator

Jackie Goodrum
Maple Centre Cleaner

About this role

Hunts Forum is recruiting for a skilled Finance Manager with demonstrable skills within finance and an aptitude for charity work. This is a key role within Hunts Forums management structure, you will be responsible for the overall financial management of Hunts Forum and the day-to-day running of the finance and admin team. You will support the Board of Trustees and manage Hunts Forums governance processes in conjunction with the CEO and administrator.

This role reports to the CEO and Honorary Treasurer and would suit an experienced finance professional who is keen to play a crucial role in supporting Hunts Forum and the local charity sector.

The successful candidate will also support the delivery and projects team and our wider membership, sharing their knowledge and skills.

Job Details

Job title:	Finance Manager
Contract:	Permanent
Hours of Work:	Between 14 hours and 21 hours per week to be worked flexibly
Salary:	£32,000 - £34,000 per annum pro-rata (dependant on experience)
Responsible to:	CEO
Location:	Maple Centre, Huntingdon (1 day a week) home-based the rest of the time.

Job Purpose

This post will support Hunts Forum to deliver an outstanding Finance function by ensuring the efficient and effective financial operation of the organisation.

To ensure that financial recording, reporting and forecasting procedures are in place and operating effectively.

To provide sound financial advice to the Trustees and the Chief Executive

To act as company secretary to the charity, working closely with the Chair, Board of Trustees and the Chief Executive

To act as a member of the Senior Management Team

To support Hunts Forum staff and member groups with appropriate financial, funding and business planning advice

Duties and Responsibilities

Strategic

- Support CEO to lead and manage the strategic, operational, and financial planning processes within Hunts Forum, including the production and presentation of reports to the Board, Executive and Sub-Groups as appropriate and enable it to fulfil its governance responsibilities.
- Maintain awareness of risks and changes in the external environment that may affect the charity
- Contribute to the development of Hunts Forum's strategy

Financial Management

- Responsible for maintaining and updating all Hunts Forum's financial systems processes and policies
- Production of monthly, quarterly and annual financial reports and statements
- Production and maintenance of an annual budget and forecast for the Board
- Developing financial insight through financial data analysis, and monitoring to identify trends and themes
- Responsible for reporting to the Charities Commission and Companies House and meeting any legal requirements
- Responsible for budgeting and cost control of a number of projects simultaneously
- Responsible for ensuring correct financial information is available for monitoring, returns and contract requirements
- Responsible for all invoicing and paying bills on a monthly (or weekly basis)
- Ensuring Hunts Forum has adequate insurances
- To prepare and submit corporation tax as required, taking specialist advice as necessary

Personnel management – financial

- Ensuring salaries and wages are processed to specified deadlines
- Managing and supporting Maple Centre Receptionist/administrator

Operational management

- To work with the CEO to establish the long-term sustainability of Hunts Forum by developing a mix of income streams – grant funding, statutory contract, partnerships, income generation and fundraising
- Manage Hunts Forum governance processes, having oversight of Board meetings and trustee requirements, ensuring documents are up to date and trustees informed as required

Office administration

- Negotiations and purchasing of all Hunts Forum equipment and supplies
- Have oversight of Maple Centre contracts and tenant leases

Community Support

- Support staff and member groups ensuring they have financial discipline and knowledge

Person Specification

Job-Related Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> • Part qualified accountant or • AAT Level 3 qualification or above • Evidence of continual professional development 	<ul style="list-style-type: none"> • Fully qualified accountant with membership of a professional body i.e. ACCA, ICAEW, CIMA, CIPFA or another applicable body
Skills	<ul style="list-style-type: none"> • Excellent understanding of accounting processes, procedures and controls • Excellent communication and presentation skills, and ability to build relationships and use influence and diplomacy internally and externally • Excellent numeracy skills with an ability to understand complex financial issues with outstanding attention to detail and analytical skills • Ability to use experience and judgement to provide sound advice to the Board and colleagues 	<ul style="list-style-type: none"> • Leadership experience within a charity or related field
Experience	<ul style="list-style-type: none"> • Experience working with charities and an accounting finance role or similar • Experience in preparing for and working with an auditor or independent examiner • Experience of managing, monitoring and reprofiling budgets 	<ul style="list-style-type: none"> • Previous experience of QuickBooks online • Experience of CRM software • Experience of grant applications and/or experience of supporting or successfully securing grants from external organisations • Ability to follow policies, procedures, and governing documents

	<ul style="list-style-type: none"> • Experience of presenting financial information in meetings • Experience in managing restricted funds • Ability to produce clear reports which inform strategic direction • Excellent time management skills with ability to manage own workload, handle competing priorities and meet deadlines • Excellent IT skills 	
Personal Attributes	<ul style="list-style-type: none"> • Strong team player with a friendly personality • Good listener also prepared to offer suggestions and advice • Flexible and adaptable approach to meet the needs of the organisation and team • Enthusiastic, self motivated, and committed individual • Understanding of and commitment to Equal Opportunities 	<ul style="list-style-type: none"> • Prepared to take on additional duties and responsibilities • Understanding and commitment to work with the charitable ethos of the organisation
Knowledge	<ul style="list-style-type: none"> • Knowledge of Charity and Company Law in relation to statutory accounts and reporting • Knowledge of HMRC legislation 	<ul style="list-style-type: none"> • HR processes and procedures

Shared criteria

These attributes are common to all Hunts Forum posts and underpin the shared responsibilities of the team and are essential criteria.

- Committed to the charity's mission, values and operational approach
- Highly collaborative with colleagues; able to work in a small team without detailed supervision, to manage own workload, priorities and performance
- Strong organisational and administrative skills, including excellent attention to detail, effective time management and an ability to work on numerous projects simultaneously
- Willing to work in a small team and support and substitute for colleagues, adopting the shared responsibilities for each team member
- Digitally enthusiastic, IT literate and able to use social media and related communication tools and systems
- Excellent IT skills and a willingness to develop these
- Experience of using Microsoft Office tools
- Digitally adept, agile and enthusiastic; comfortable working from the office, from home, and on the move; willing and able to use available technology to support collaborative working within the team and with members and partners
- Adept at building and maintaining effective relationships with members and a varied range of external partners
- Excellent communication skills, including listening
- Able to represent Hunts Forum, our members, and the wider sector to external stakeholders

General terms

The post holder will have to be aware of and act in accordance with Hunts Forum policies, including (but not limited to) those on

- Equal opportunities and diversity
- Health and safety
- Confidentiality
- Data protection

Benefits

- 28 days annual leave (for full time staff and pro-rata for part-time staff) plus bank holiday
- Office closed between Christmas/New Year (you will be required to use annual leave to cover this)
- Flexible working hours
- Flexible working – homeworking/ on site (depending on job role)
- Pension contribution of 3%
- Personal Development – all staff can undertake 5 days personal development throughout the year (or equivalent for part time staff). This might be formal courses, but also mentoring, reading around the job role, visits, conferences etc.
- Free tea and coffee when in the office
- Living Wage Employer (accreditation pending)
- Access to NHS Staff Support Hub and services

Application

All application need to be made through an application form and sent to hr@huntsforum.org.uk by noon on the 8th April 2022

All enquiries regarding this position should be emailed to hr@huntsforum.org.uk