

Finance Manager

Job Information

Job Details

Job title:	Finance Manager
Contract:	Permanent
Hours of Work:	21 hours per week to be worked flexibly
Salary:	£41,942 - £45,099 per annum pro-rata (dependant on experience)
Responsible to:	CEO
Location:	Head Office Maple Centre, Huntingdon or Cambridge (minimum 1 day a week) home-based the rest of the time.

Job Purpose

This post will support Support Cambridgeshire 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.

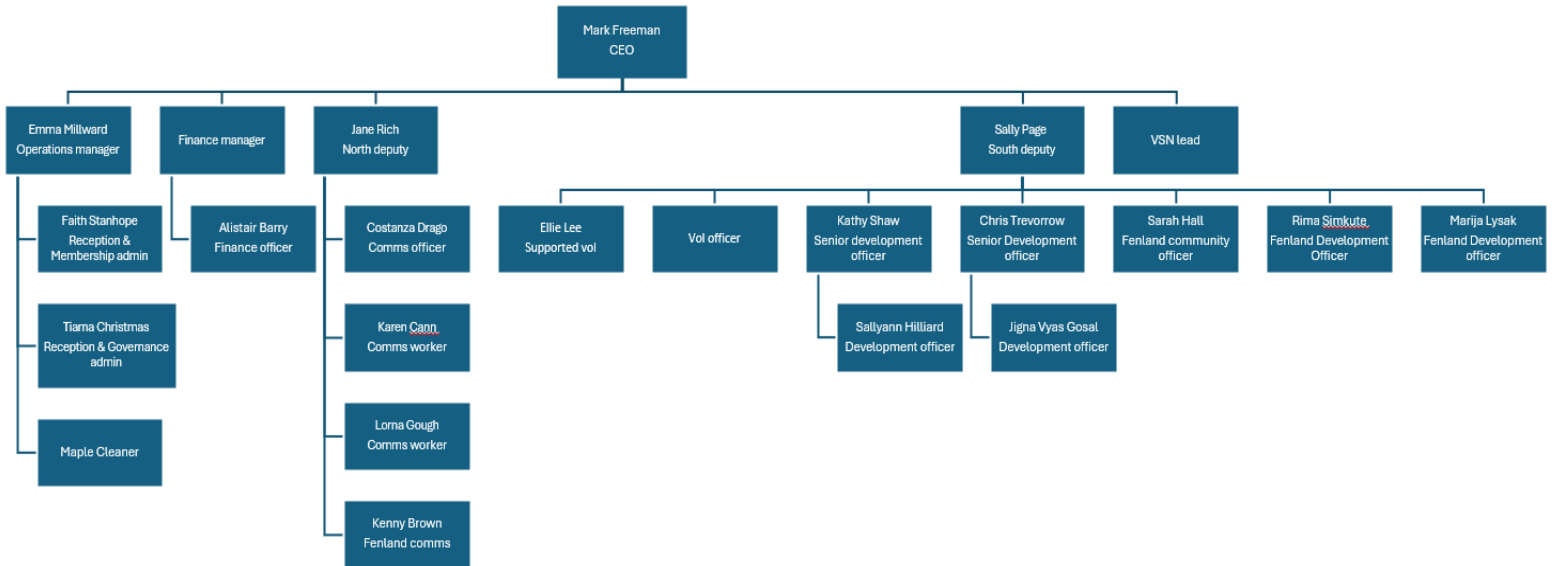
To act as company secretary to the charity, working closely with the Chair, Board of Trustees and the Chief Executive.

To attend all Board of Trustees meetings.

To act as a member of the Senior Management Team.

To support Support Cambridgeshire staff and member groups with appropriate financial, funding and business planning advice.

Staff Structure



Duties and Responsibilities

Strategic

- Support CEO to lead and manage the strategic, operational, and financial planning processes within Support Cambridgeshire, 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 Support Cambridgeshire's strategy.

Financial Management

- Responsible for maintaining and updating all Support Cambridgeshire'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 Charity Commission and Companies House and meeting any legal requirements.
- Responsible for budgeting and cost control of several projects simultaneously.
- Responsible for ensuring correct financial information is available for monitoring, returns and contract requirements.
- Responsible for cash-flow management and investing cash via the flagstone investment platform.
- Responsible for all invoicing and paying bills on a monthly (or weekly basis).
- Ensuring Support Cambridgeshire has adequate insurance cover.

Personnel management – financial

- Ensuring payroll data is prepared correctly, salaries are processed to specified deadlines and staff cost recharges allocated to projects.
- Administration of the NEST stakeholder pension.
- Managing and supporting the Finance Officer.

Operational management

- To work with the CEO to establish the long-term sustainability of Support Cambridgeshire by developing a mix of income streams – grant funding, statutory contract, partnerships, income generation and fundraising.

Office administration

- Have oversight of Maple Centre contracts and tenant leases.

Community Support

- Support staff and member groups ensuring they have financial discipline and knowledge.
- Delivering occasional 1: 1 support and training around finance and strategy.

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 	<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

	<ul style="list-style-type: none"> • Experience of managing, monitoring and reprofiling budgets • 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 	<p>successfully securing grants from external organisations</p> <ul style="list-style-type: none"> • Ability to follow policies, procedures, and governing documents
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 of 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, plus an additional day off for birthday.
- 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 either 5% or 7.5%.
- 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.
- Disability confident employer.

Application

All application need to be made through an application form and sent to hr@supportcambridgeshire.org.uk by noon on 30th April 2025. Interviews will take place during the week commencing 12th of May.

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