



Jobchange
10 Red Lion Street
Wolverhampton
WV1 4HL
Tel: 01902 714224
WWW.Jobchange2007.com

JOB DESCRIPTION

JOB TITLE: Finance Manager

RESPONSIBLE TO: Finance Director

JOB PURPOSE AND ROLE

The Finance Manager is directly responsible to the Finance Director. The Finance Manager will take responsibility for the development, coordination, and management of finance and other financial statutory requirements. The Finance Manager will be responsible for processing all the financial information of the organisation as well as producing financial reports for the management team and the Board with accuracy and in a timely manner.

It is expected that the post holder will keep themselves up to date with the social, legislation and local policy associated with the post and seek training opportunities, which will enhance their capacity to do their job.

MAIN DUTIES AND RESPONSIBILITIES

1. The Finance Manager will liaise with external accountants, manage bookkeeping, payment of invoices, control of expenditure and income, banking and budgetary control and prepare accounts for final trial.
2. To manage and assist the Finance team and ensure all compliances are met
3. To design and manage Financial Policies and Procedures to ensure the smooth running of Jobchange and review and update them in line with the standards of quality service delivery.
4. To participate and provide the Management Team with information systems including statistical analysis for monthly, quarterly and annual returns.

5. To provide advice on finance and legal matters when required.
6. To safeguard from fraud and prevent money laundering and terrorist financing and to report any suspicions or suspicious activities relating to the finances of Jobchange.
7. Continually identify risks to delivery, propose solutions where necessary and effectively manage stakeholder expectations throughout.
8. To oversee and report to the Management Team legislation applicable to the company and the needs or otherwise for the practices or policies of the company to be amended more adequately to follow current standards and regulations.
9. To oversee adequate systems for payment of expenses to clients ensuring accordance with funding body criteria and Jobchange's legislative liabilities in liaison with other organisations, voluntary and statutory.
10. To keep informed of all the Equal Opportunities Policy, Employment Law and the requirements of the Health and Safety at Work Act.
11. Ensure all internal and external audit requirements are met and that expenditure on provision is within agreed contractual parameters.
12. Maintain appropriate financial records, accounts and documents as may be reasonably required by project funders and key stakeholders.
13. To provide funders, project directors and project managers with such documents, reports and statistical returns relating to projects at such times as may be reasonably required.
14. Monitor profiled and invoiced income and expenditure and implement action when tolerance levels are inappropriate.
15. To undertake monthly, quarterly, annual and final reconciliation of individual projects', income and expenditure, whilst maintaining supporting documentation/evidence.
16. To keep informed of all policies and procedures at Jobchange, including contracts, data protection, confidentiality agreements, Health and Safety, Equal Opportunity Policy etc to understand them and agree to promote and operate in accordance with them.
17. To undertake reasonable tasks/training the Chief Executive or Finance Director of Jobchange requests.
18. To ensure the good atmosphere at Jobchange and the adherence by staff and placements of all policies as laid down.

Person Specification Job Title: Finance Manager
(E=Essential D=Desirable)

SKILLS AND CORE COMPETENCIES

Strong technical accounting knowledge
Technical competency (qualifications and training)
GCSE Maths Qualification or equivalent (E)
GCSE English Qualification or equivalent (E)
AAT Qualification or equivalent higher qualification (D)

Experience

Experience with Sage 50 Cloud Accounting (E)
Experience in book-keeping and preparing company financial statements (E)
Experience or good knowledge of, financial and statutory requirements for medium, UK charities (E)
Computerised accounting experience (E)
Nominal ledger experience (E)

Skills and Attributes

Good verbal and written communication skills (E)
Nurate (E)
Ability to work to deadlines and under pressure (E)
Ability to organise own workload and use own initiative (E)
Strong administrative and organisational skills (E)
Managerial skills (D)
Excellent IT skills (E)
Experience with GoogleDrive and Microsoft Office (D)

Personal qualities, communicating and relating to others

Ability to work well as part of a team (E)
Flexible and adaptable (E)
Discretion and a proven ability to handle confidential and sensitive information (E)
Accurate with attention to detail (E)

Safeguarding

First Aid training (D)
Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
This post requires a Disclosure and Barring Service Check at an Enhanced level (E)

Other

Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)
This post requires a Maths and Literacy Assessment (E)
Ability to travel when required