

JOB DESCRIPTION

Title of Job:	Finance Manager
Salary:	£36,000 FTE
Hours of Work:	3 or 4 days per week
Reports to:	CEO
Responsible for:	Finance Administrator

A MAIN PURPOSE OF THE JOB

This role carries responsibility for Hopscotch's Finance services as well as management of resources and centre facilities. The Finance service is a core part of Hopscotch, essential to ensure the charity can function effectively, the Board can meet its responsibilities and regulatory requirements can be met. The role includes maintaining financial records, credit control, cash flow, budgeting, monitoring, reporting, risk management, financial planning, preparing accounts, asset management, auditing, compliance with statutory requirements, project working and liaison with the CEO and Board of Trustees. As part of the Senior Management Team (SMT), the post holder will also be responsible for the core administration of the organisation and the centre from which it operates.

B MAIN SCOPE OF THE JOB

- Plan, develop and maintain the operation of Hopscotch's Finance systems.
- Manage the day to day running of Hopscotch's Finance service and support to managers and staff.
- Ensure the charity complies with legal requirements and good practice.
- Develop Hopscotch's financial capacity
- Contribute to the strategic operation and development of Hopscotch.
- Manage the charity's internal administration and ensure its cost-effectiveness

C MAIN TASKS AND RESPONSIBILITIES

- 1. Plan, develop and maintain the operation of Hopscotch's Finance systems.**

- 1.1 Prepare, maintain and develop financial policies and procedures, including an effective system of financial control.
- 1.2 Prepare annual budgets for all cost centres in liaison with the CEO and SMT
- 1.3 Prepare timely quarterly accounts for all cost centres and report on variances.

2 Manage the day to day running of Hopscotch's Finance service and support to managers and staff

- 2.1 Advise, report to and consult with the CEO on all matters relating to the management of the financial resources of Hopscotch and on external factors which may affect its financial situation.
- 2.2 Supervising the input of data on Sage Line 50, ensure the recording and processing of all financial transactions, in line with finance policy and procedures
- 2.3 Maintain and review the asset register and inventory.
- 2.4 Monitor and maintain an adequate cash flow for Hopscotch.
- 2.5 Oversee the payroll scheme, including liaison with the Payroll Providers.
- 2.6 Deal with enquiries from contractors, clients and other external organisations on financial matters.

3 Ensure the activities of the charity comply with legal requirements and good practice

- 3.1 Plan the annual accounts programme, meeting the deadlines set by Hopscotch. Prepare draft annual accounts and liaise with Hopscotch's auditors
- 3.2 Undertake the periodic review of the appointment of auditors in consultation with the Treasurer
- 3.3 Ensure all payroll returns are made to the relevant organisation, in conjunction with the Pension Providers
- 3.4 Prepare returns as required by statutory bodies, e.g. Charity Commission, Companies House.
- 3.5 Keep up-to-date with financial issues, good practice and regulatory change applicable to Hopscotch.

4 Develop Hopscotch's financial capacity

- 4.1 Train and monitor relevant staff on Sage Line 50

4.2 Train the SMT in finance and budget management

5 Contribute to the strategic operation and development of Hopscotch.

5.1 Provide financial information and advice to assist the strategic planning and development of Hopscotch, including quarterly management accounts.

5.2 Advise the CEO and Board of Trustees on financial matters. Attend meetings and prepare reports to assist the Board in reaching decisions.

5.3 Analyse and prepare the financial requirements of funding applications, funders' queries and reporting requirements.

5.4 Work with the CEO and Board of Trustees at meetings and Away Days, looking at the strategic vision of Hopscotch

6 Governance, Administration and Support

6.1 To be responsible for the overall smooth running of the charity's internal administration and its cost-effectiveness

6.2 To support the CEO with the management of staff contracts and HR matters.

6.3 To be responsible for efficient management of all external contracts, and to ensure that all the charity's expenditure is correctly authorised and accounted for.

6.4 To be responsible for the efficient maintenance and presentation of rented space, ensuring that the lease is adhered to, and manage relations with the landlord

6.5 Advise on the replacement of assets and equipment

6.6 To maintain a risk register with the SMT

6.7 To ensure that the charity's legal responsibilities are met, in particular that all insurance is properly in place.

6.8 Responsibility for the maintenance and security of Hopscotch's office premises and equipment with the SMT

7 Line Management

7.1 Manage the workflow of the Finance team including allocation of work

7.2 To manage, supervise and appraise identified staff, including providing support, guidance and training, ensuring agreed objectives are achieved.

7.3 Identify individual and team training needs and plan accordingly through appraisals

7.4 Ensure staff adhere to the policies and procedures established by Hopscotch

8 General Responsibilities

- 8.1 Contribute to organisational priorities.
- 8.2 Be responsible for managing your own workload
- 8.3 Abide by organisational policies and practices including Equal Opportunities and Confidentiality.
- 8.4 Participate in his/her own appraisal with their line manager. To work with the line manager to review professional development and undertake training as agreed.
- 8.5 Contribute through Hopscotch team meetings, training and outreach/events to the development of Hopscotch services
- 8.6 Any others duties which are considered commensurate with the post.

10 Dimensions and Limits of Authority

This job description does not form part of your contract of employment. The duties laid down in this job description may change from time to time following a review and in consultation between post holder and the CEO.

1.1 PERSON SPECIFICATION

	CRITERIA	Essential/ Desirable
Qualifications	Recognised accounting qualification (or part qualification) and evidence of personal development in employment	E
	Commitment to undertake training as required	D
Knowledge	Accounting practices and procedures	E
	Clear understanding of confidentiality in written material	E
	A strong grasp of all relevant legislation and of how it applies to the role	E
	Knowledge of HR, recruitment and employment issues	E
	Good understanding of relevant IT systems	D
	Dealing with regulatory bodies and statutory requirements.	E
Experience	Evidence of 4 years experience at senior level working in a charity accounts environment.	D
	Supervising people in a paid or voluntary capacity of at least 2 years	E
	Experience of working with Boards of Directors and/or Trustees	E
	Experience of managing IT resources	D
Skills & Abilities	Managing a team and motivating others	E
	Able to communicate with a wide range of people	E
	Use of Sage Line 50 and Excel	E
	Extensive skills in budget and quarterly management accounts preparation	E
	Monitoring financial performance	E
	Strategic thinker. Able to plan work on own initiative	D
	Preparation of written reports	E
	Preparation of statutory accounts and assisting external auditors	E
	Managing contracts for specialist financial services.	D
Other Requirements	Commitment to work within Hopscotch's equal opportunities policy and confidentiality policy	E