

Department:	Finance and Resources
Post Title:	Finance Manager
Grade:	Circa £30000 pa
Contract:	40 hours per week (TOIL)
Responsible to:	Director of Finance and Resources
Responsible for:	Line management of Finance Assistant and Cashier

Purpose of Post

To ensure that Chapter's financial systems are maintained accurately on a day-to-day basis.

Duties and Responsibilities

- Processing of payroll for all Chapter companies
- Data entry for Sales Ledger and overall responsibility for sales and purchase ledger, reconciliations and payments
- Monthly bank reconciliations
- Preparation of quarterly VAT return and reconciliation to balance sheet
- Preparation and posting of amendments/journals as necessary
- Preparation of recharge invoices and maintenance of monthly inter-company account
- Manage petty cash
- Preparation of budget reports to budget holders
- Assist in preparation of monthly management accounts

Budgetary Management

No personal budget management responsibilities. Work with budget-holding members of staff as required.

Personnel Management

Line management of Finance Assistant and Cashier

Miscellaneous

- To be familiar and comply with all relevant health and safety, operational, personnel, customer care, equal opportunities, data protection and financial procedures, in particular ensuring that all statutory obligations are complied with.
- Any other duties considered reasonable as instructed by the Director of Finance and Resources

Special Conditions

Lead on Chapter's financial controls in the absence of the Director of Finance and Resources either on leave or long-term sickness.

Person specification

Essential skills/knowledge:

- Highly IT literate, with advanced Excel skills and experience of using Integrated Accounting Packages, specifically Sage 50 for accounts and payroll.
- Significant experience in an accounting or finance manager role, preferably in the charity sector
- Experience of managing a small team
- Ability to use own initiative, problem solve and work across all sections of the finance office
- Able to take full responsibility and ownership for the work of a section and to act on own initiative (to be evidenced by experience)

Desirable Skills/knowledge:

- AAT level qualification
- Prior experience in a similar role in the charity or public sectors
- Ability to communicate in the Welsh language, both spoken and written

Updated October 2018