

Job Description

Job Title:	Finance Manager
Reports to:	Director of Resources
Current Location:	Exeter main office
Hours:	Part-time, 0.55fte (20 hours per week)

Job Purpose:

To manage, deliver and maintain the finance function of Devon Communities Together, and associated subsidiary companies (currently Constructing Futures Devon Ltd and Love Devon Ltd).

Principle Duties and Responsibilities:

Principal duties:

1. To work with the Director of Resources, and the Treasurer as necessary, in monitoring and delivering the financial management of Devon Communities Together, its programmes, and subsidiary companies. Working within financial and audit regulations as set by Companies House, Charity Commission and funders (including EU funding).
2. To undertake and manage the day-to-day bookkeeping function of Devon Communities Together and its subsidiary companies, ensuring correct posting of all income and expenditure, payment to suppliers, checking nominal ledger printouts and correcting non valid coding as necessary.
3. To undertake maintenance and reconciliation of sales and purchase ledgers and to maintain accurate financial systems to enable payment and recovery of VAT for a partially exempt charity.
4. To complete management accounts for Devon Communities Together, and its subsidiary companies, on a monthly and quarterly basis, or as otherwise required by the Board.
5. To assist in the preparation of annual financial budgets, and the calculation of full cost recovery daily rates for core work, projects and consultancy work.
6. To undertake the year-end closure, completion of annual accounts and assist in the annual audit for Devon Communities Together and its subsidiary companies.
7. To prepare information for Devon Communities Together's payroll, pensions and expenses payment, ensuring staff are paid accurately and according to current legislation and to oversee the maintenance of the payroll suspense account, ensuring monthly payments are made for tax, national insurance and pensions.
8. To manage bank accounts for Devon Communities Together, and its subsidiary companies, including monthly reconciliation and to ensure sufficient levels of cash is maintained.
9. Assist in producing and maintaining the Financial Regulations for Devon Communities Together and its subsidiary companies.

Other duties:

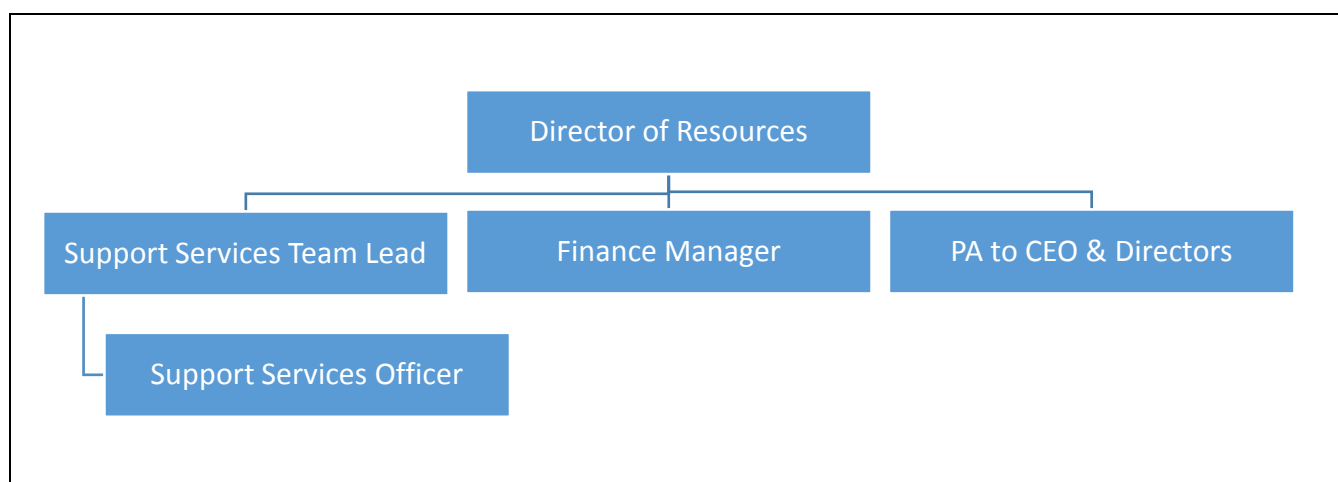
10. To calculate and ensure that internal recharges allocating office and staffing costs are completed monthly and quarterly.
11. To provide the services as described in 1 - 9 above to other charities and partner organisations, where agreements to provide such services are in place (Healthwatch Devon).
12. To ensure all work completed accurately and in a timely manner.

13. To provide support and management to junior finance staff, where any are in post (currently none)

General Duties:

- 14. To undertake such other duties as appropriate.
- 15. To be prepared to undertake training where appropriate.
- 16. To attend staff and other meetings of Devon Communities Together as required.
- 17. To ensure that equal opportunities and an anti-discrimination approach are incorporated into all aspects of the post holder's work.

Structure Chart:



Person Specification:

Attribute	Essential	Desirable	Method of Assessment
Management	<ul style="list-style-type: none"> • Ability to manage time so as to meet internal and external deadlines and respond positively to competing workloads • Ability to work on own initiative, identifying and undertaking tasks as necessary 	<ul style="list-style-type: none"> • Experience of managing or supervising staff 	
Experience	<ul style="list-style-type: none"> • Experience of undertaking complex spreadsheet work, preferably using Excel • Experience of producing financial reports and correspondence • Experience of the charitable sector, either in a paid or voluntary capacity 	<ul style="list-style-type: none"> • Experience of working in a finance role in the charitable sector 	Application form / interview / practical test
Practical Skills	<ul style="list-style-type: none"> • Ability to input data quickly and accurately • Ability to present complex technical financial information in a simple-to-understand format for a lay audience • Excellent current IT skills (with ICT qualification at Level 2, or equivalent experience) 	<ul style="list-style-type: none"> • Good experience of using the Microsoft suite of applications, including Excel, Word and Outlook 	Application form / interview / practical test
Strategic Thinking	<ul style="list-style-type: none"> • Ability to help shape strategic decision making • Ability to identify and implement change • Ability to draft policies and procedures 		Application form / interview
Education and Training	<ul style="list-style-type: none"> • Relevant accountancy qualification (or demonstrable equivalent experience); either 	<ul style="list-style-type: none"> • Minimum 3 years' relevant work experience since gaining accountancy qualification 	Application form / qualification certificates

	<ul style="list-style-type: none"> ➤ AAT accounting qualification at Level 4 (or equivalent), or ➤ At least 50% qualified in full accountancy professional qualification, i.e. ACCA or CIMA • 5 GCSEs at Grade 9 - 4 (previously grade A - C) or above, including maths and English • ICT qualification at Level 2 or equivalent (or equivalent experience) 		
Specialist Knowledge	<ul style="list-style-type: none"> • Experience of using Sage (or similar) accounts package • At least 3 years' experience of accountancy and bookkeeping • Experience of producing full year-end accounts • Good understanding of VAT rules and regulations 	<ul style="list-style-type: none"> • Experience of using Sage setup as a Charity (funds/departments) • Experience of working with VAT (preferably in a charitable setting) • Experience of making returns to HMRC • Experience of Group accounts and consolidation • Understanding of Gift Aid for a charitable organisation 	Application form / interview / practical test
Personal Attributes	<ul style="list-style-type: none"> • Good interpersonal skills, with ability to relate well to a wide range of people • A consistently friendly, open and welcoming approach • Flexible, adaptable, willing to learn and open to change • Demonstrable commitment to our charitable vision and aims 	<ul style="list-style-type: none"> • Energetic and flexible in your approach 	Application form / interview
Equal Opportunities	<ul style="list-style-type: none"> • Strong commitment to promoting equal opportunities. 		Application form / interview