# JOB DESCRIPTION

**POST TITLE:** Finance Manager

**RESPONSIBLE TO:** Chief Executive andDVVA Board of Management

**DURATION:** This is a permanent post and is subject to an initial 6 months probationary period

**HOURS:** Part time 14hrs (flexible)

**SALARY:** Scale 7 – £36,146 pro rata

**JOB PURPOSE:** The finance manager is responsible for overseeing all financial aspects of the organisation, ensuring compliance with relevant legislation and best practices, supporting strategic decision making, and maintaining financial sustainability.

**OVERVIEW**

* The effective running of the finance function
* An up to date working knowledge of the relevant legislative framework and operating environment
* A detailed knowledge and understanding of relevant accounting, internal and external audit procedures and professional standards and best practice guidelines
* An understanding of acceptable service standards, policies/procedures and best practice in corporate governance and financial management, charity operation and central and local government contracts and grants
* A positive and proactive approach to problem solving, development and standard setting within the finance function

## MAIN DUTIES

### Statutory Financial Reporting For Audit, In Line With SORP Regulations

Prepare monthly quarterly and annual management accounts and financial reports.

Ensure timely preparation of annual budgets and forecasts.

Monitor cash flow and oversee banking relationships.

* Prepare the annual audit file and associated paperwork
* Produce year end reports as required by the Board
* Prepare the draft year end management accounts
* Assist auditors carrying out fieldwork and answer queries

### Budgeting and Management Accounting

* Prepare the annual core and project budgets
* Prepare quarterly management accounts, cash flow statement and balance sheet including appropriate postings for accruals, depreciation etc.
* Update fixed assets register
* Preparing project reports as required

# Monthly Payroll Tasks – Using Sage Payroll

* Calculate monthly payroll and maintain payroll files
* Process the payroll through Sage Payroll and trigger BACS payment of salaries
* Submit appropriate data to HMRC and pension providers and trigger payments of amounts due

## Post the salary journal to Sage Accounts

**Administer Financial Systems**Administer DVVA’s financial systems day-to-day including:

* Record all transactions in Sage Accounts
* Raise sales invoices and requests for payments.
* Chase outstanding payments
* Pay authorised invoice by BACS
* Maintain the purchase ledger
* Process staff and volunteer expenses
* Monitor DVVA bank accounts including regular reconciliation.
* Maintain petty cash system
* Deal with customer enquiries
* Administer VAT returns under partial exemption rules (if DVA is registered)
* Check postings with budget managers on a regular basis to make sure that no items have been inadvertently miscoded or mis-posted
* Assist project managers with forecasting costs for budgets and monitoring their expenditure

**Governance**

* As part of the Senior Management Team attend regular meetings with the Chief Executive, Senior Management Team, Treasurer and Board
* Provide verbal and written reports as may be required by the Chief Executive and for DVVA Board of Management
* Attend the Annual General Meeting

**Business Support**

* Support business development opportunities for DVVA
* Assist with the financial aspects of grant applications

**General**

* Contribute to impact of DVVA functions through improving internal systems and identifying and implementing saving and reducing expenditure
* Contribute to quality assurance which will ensure compliance with existing quality systems
* Be aware of any areas of risk and advise on improvements
* Be committed to the work of DVVA and promote team working
* Be committed to work of the Third Sector Interface and promote partnership working
* Work in accordance with the organisation’s policies and procedures

**Representational Responsibilities**

* Manage day to day relationship with banks
* Manage day to day relationship with Accountants and Auditors
* Attend courses, seminars and other events as required
* Represent the organisation in financial and corporate governance situations

## OTHER DUTIES

This Job Description is a broad description of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job. Should the duties change radically then the post and grading will be reviewed.

# MAIN WORKING CONTACTS

Internal: Chief Executive, DVVA Board, Senior Management Team and Operational Team Managers

External: Contractors, Funders, Auditors & Number Ten Tenants

# CONDITIONS OF SERVICE

These are set out in the organisations’ conditions of service

All eligible staff will be automatically enrolled into the company pension scheme.

The organisation has an equal opportunities policy and seeks to be an equal opportunities employer

**ANNUAL LEAVE:** 25 working days per year, rising to 30 days after 5 years of service

**PUBLIC HOLIDAYS**: 11 days per year