

JOB DESCRIPTION

Job title	Finance Manager
Department	Finance & Transformation
Grade	
Location	Head Office
Work Relationships	Reports to the Head of Finance and manages the Operational Finance team. Works closely with Finance Business Partners and provides support to budget holders, and operational managers. Together with the Head of Finance organises the day-to-day running of the department and ensures accuracy and integrity in the financial reporting.
Job Purpose	As Finance Manager, this will be a key role in ensuring the accuracy, integrity, and effectiveness of Walsingham's Support financial management and reporting. The role will support the organisation through high-quality financial insight, operational finance management, and collaborative business partnering across a wide range of teams and stakeholders. This role will lead on the preparation of monthly management accounts, payroll, and year-end audit processes, while supporting colleagues across the organisation. The role is responsible for ensuring robust financial controls are in place and all balance sheets accounts are consistently reconciled. The Finance Manager will maintain ownership of routine financial processes with a commitment to accuracy, consistency, compliance and process improvements while leading the accounts payables and receivables teams.
Key Responsibilities	• To manage and develop the Finance Operational Teams (Payables & Receivables) • To manage the organisation's cash flow on a short and long-term basis including developing and implementing the organisation's Investment Strategy. • To review financial systems and operational processes to ensure best financial practice. • To ensure all balance sheet control accounts are reconciled on a regular basis. • With the operational teams prepare and upload monthly standing journals • Upload the payroll interface to the accounting package. • To review and understand monthly debtors and creditors reports and recommend appropriate courses of action • To liaise with Walsingham Support Bankers and resolve all issues that affect the organisation. • To prepare, manage and monitor the Internal Audit programme for the organisation. • Together with the Head of Finance lead the external Audit. • To provide Operational Managers with advice and best financial practice to meet the needs of the organisation and other regulatory bodies. • Managing financial returns for CQC, Charity Commission and other statutory bodies • Any Ad Hoc projects as directed by the Head of Finance. • Attend and contribute to department and external meetings.
General	Additional to the above, the post-holder can be expected to: • Take responsibility for their job description • Take an active role in determining their development needs and agreeing programmes to meet those needs • Actively adhere to and contribute to the development of Walsingham Support's policies

This job description reflects the present requirements of the post and forms part of Walsingham Support's recruitment package, along with a person specification, terms & conditions of employment, information about Walsingham Support and other particulars. Once a person has been recruited, these documents collectively form the post holder's contract of employment and, with their annual objectives, the means by which supervision, appraisal and support will be provided. In the light of regular appraisal discussions, the job description may be reviewed and subject to amendment in consultation with the post holder.

June 2015

	• In accordance with current legislation; (a) to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and (b) as regards any duty or requirement imposed on Walsingham Support or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with. • Attend staff meetings and training as agreed with the post- holder's line manager • Carry out any other duties that are within the scope, spirit and purpose of the job, its title and are requested by the post-holder's line manager • Attend meetings across the organisation that may involve travel and occasional overnight stays
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Person Specification for Finance Manager

This person specification has been drawn up from the job description for this post and describes the knowledge, skills and attributes that are essential or desirable for the job.

Criteria	Essential	Desirable
Qualifications & Training (i.e. the level of education & professional development that the job requires)	- GCSE Maths (or equivalent) grade C or above - GCSE English (or equivalent) grade C or above - To have obtained or be working towards the following: CIMA, ACCA or ACA accountant	- Current Driving Licence valid for UK driving - Charities SORP FRS102
Experience (i.e. the quality or quantity of different experiences that the job requires)	- Three years' experience working in a Finance Department encompassing Purchase ledger, Sales, Journal entries and Cash Book and control account reconciliations - Excellent knowledge of double entry bookkeeping 2-3 years' Experience of staff supervision - Two years' experience Management Accounts production - Cash management	
Knowledge, skills & competencies (i.e. the specific skills and knowledge that the person is required to bring to the job and the behaviour that is needed for effective performance)	- Experience of using window-based accounts packages. - Strong collaboration skills and able to communicate effectively across multiple departmental functions. - Management Accounts production - Budget setting - Cash management - Excellent IT e.g. Excel, E Mail, BACS, Word, Sage - Excellent numeracy skills - Excellent communication skills (both written and verbal) - Excellent report writing skills - Excellent interpersonal skills	

	• Ability to motivate self and others • Ability to direct others • Good problem solver	
General attributes (i.e. aspects of the personality & beliefs that are required to carry out the post effectively)	• Good proven leadership skills • Work as part of a team or alone • Work to deadline • Organised • Manage varied workload • Be assertive when necessary • Liaise & work with people at all levels • Produce accurate work • A willingness to learn new skills • Ability to work to own initiative • Demonstrates a commitment to Customer Service, Control and Continuous Improvement • Demonstrates a commitment to Walsingham's Vision, Mission and Ethos and Values • Demonstrates a commitment to Walsingham's Policies including Health & Safety	
Other	• Ability to work flexibly according to the needs of the Business • Requirement to attend on site meetings 2-3 times per month • Willingness to undertake occasional overnight business trips • Ability to adapt to varying demands/workload	