



Job Description

Role:	Finance Manager
Reporting to:	CEO
Direct reports:	Finance Assistant
Budget responsibility:	Central Support budget
Location:	St Pauls, Bristol

Job purpose: To provide appropriate, accurate, and timely financial information across One25's services and programmes to ensure the smooth running of these functions for staff to enable them to provide high quality services to vulnerable women.

Job accountabilities:

- Ensure effective systems and procedures for financial management, control, reporting and monitoring of key financial variables, delivering timely, accurate and meaningful monthly management accounts for senior managers, trustees and funders.
- Produce and oversee the organisational annual budget in consultation with all managers and in agreement with the CEO.
- Ensure compliance with One25's financial policies and procedures, including review of One25's Finance Manual and reports on reserves.
- Produce accurate and timely annual statutory accounts, lead and manage the annual audit to comply with charitable statutory requirements and SORP.
- Create budgets for projects, pilots, posts and fundraising applications to support the organisation to have accurately funded services and approach new business with a full financial understanding.
- Manage in house payroll ensuring staff are paid correctly on time and all statutory payments and pension deductions are processed correctly.
- Produce accurate cash flow as directed.
- Produce quarterly impact statistics from CRM database and maintain / develop the excel worksheets to produce these.
- Provide support to the Operations Manager around technical aspects of the Civi databases and liaise with Circle.
- Be the key point of contact with banks, auditors, pension funds, and insurers.
- Work closely with the Treasurer to ensure the board has oversight of finances.
- Support managers and trustees to have a full understanding of the financial picture at One25 through clearly presented information, analysis and training if required, supporting them to make long and short term decisions.

- Work closely with the SMT to forecast income and expenditure monthly, providing sound advice to the CEO and SMT to ensure the long term financial viability and effective financial management of One25 including, identifying to the CEO and Board at an early stage any risks to financial balance
- Attend the Senior Management Team meetings where required to present financial information and gather an understanding of plans, growth and the business plan.

Measures for the role:

- Managers and board feel fully informed about current and future financial position and implications of new ventures or funding gaps.
- Accurate accounts (financial, management and funders) are produced quarterly and in line with agreed timescales.
- Board papers and management accounts are submitted in line with agreed timetables.
- Managers are able to respond to new business opportunities or projects with appropriate financial information and implications.
- Well planned and executed audit with minimal adjustments required, annually.

Any other relevant information:

- Any other duties that reasonably fall within the remit of the role.
- To work outside of office hours when required.

Person Specification

	Essential	Desirable
Qualifications	Qualified member of an accounting body (such as CIMA, ACCA, ACA) or ACCA or 'qualified by experience'.	A Level Maths or a degree that involves data analysis / the use of statistics Relevant managerial qualification
Knowledge	Knowledge of SORP and accounting practice and audit requirements Knowledge of Gift Aid Excellent understanding of GDPR, data protection and confidentiality Good knowledge of payroll legislation	Knowledge of producing charity year end accounts Understands wider environment in which One25 operates and how individual roles contribute to One25's strategic goals Knowledge of QuickBooks Online

		Knowledge of databases such as Civi CRM, or another CRM system
Skills	<p>Excellent interpersonal skills, able to create and develop relationships both internally and externally and across all levels</p> <p>Excellent written and verbal communication and presentation skills, able to present complex information to non-finance staff and Trustees</p> <p>High standard of IT skills, particularly in good knowledge of Excel (including use of advanced formulae, Pivot tables and simple macros) and in Microsoft Office (or equivalent package)</p> <p>Ability to set and prioritise and meet goals, targets and workload</p> <p>Excellent communication skills</p> <p>Proven excellent planning and organisation skills with particular emphasis on attention to detail</p> <p>Ability to think creatively and adopt a solutions focused 'can do' approach</p>	
Experience	<p>Substantial experience in an equivalent role (in a financial setting including the management of accounting, budgeting and financial reporting functions).</p> <p>Experience of data analysis and the creation and development of large complex spreadsheets.</p> <p>Experience of budget preparation, setting and monitoring and financial forecasting</p> <p>Experience of working within the charitable sector and understanding</p>	<p>Previous experience of working in the voluntary sector</p> <p>Experience of Quickbooks financial software</p> <p>Experience of producing reports and working for major funding bodies</p>

	of the charitable funding environment	
Competencies / Behaviours	<p>A creative and team based approach to problem solving</p> <p><u>Requirements for all One25 staff</u></p> <p>Continually seeks to improve performance organisationally and personally</p> <p>Ability to form and maintain good working relationships with colleagues</p> <p>Works well under pressure and plans, organises and manages workload to meet objectives and deadlines</p> <p>Act as an ambassador for One25 externally and across internal teams</p> <p>A willingness to get the job done</p> <p>Promotes effective team working and supports team work across immediate and wider One25 teams</p> <p>To operate in line with One25's core competencies and values: Core values:</p> <ul style="list-style-type: none"> • Person-centred • Justice • Unconditional love • Non-judgemental <p>Core behavioural competencies:</p> <ul style="list-style-type: none"> • Working with Others • Communicating • Organisational awareness • Learning and growth • Planning and delivery of work • Motivational Leadership <p>Able to actively demonstrate and communicate a willingness to work within and support the clear and inclusive Christian ethos</p>	Commitment to working in a not-for-profit environment

Other	Undertake some work outside of core working hours such as: present and speak at public events on behalf of One25 in order to raise awareness regarding service users and their complex lives Able to travel to and attend meetings outside of the usual place of work and office hours	
--------------	---	--

Manager signature:

Employee signature:

Date:

Date:

Date last reviewed: