

## Finance Manager

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Company: Pertemps

Location: United Kingdom

Category: other-general

## Finance Manager

### Permanent Role

**£34,564 – 39,794 per annum plus 6% pension contribution**

**(pro rata to £20,738 - £23,876 at 0.6 FTE)**

**Hybrid Working (1 day at home, 2 days in the office) and flexible working**

Pertemps are delighted to support an award winning charity who require a Finance Manager to join there team.

You will have the primary responsibility for leading and managing the finances for the business. You will ensure strategic and operational planning, budgeting, forecasting and reporting operate to enhance the governance and decision-making process for the business as well as conducting some day-to-day delivery of the finance functions.

### Duties & Responsibilities

#### Finances:

Oversight of all financial processes including production of monthly management reports, payroll, quarterly financial reporting and biannual budget setting with our treasurer and Board.

To oversee and operate the computerised accounting system (SAGE), and to be responsible for its ongoing maintenance.

To produce accurate and timely financial reports as required by the Board of Trustees, Chief Executive Officer and Managers.

Management of all financial planning, cash and credit control processes.

Working with our accountant and Finance Officer to produce our annual statutory report of accounts and to ensure all necessary financial returns are made on time to the Charity Commission, Companies House and HMRC.

Reviewing and updating financial policies and procedures.

Oversight of all financial data entry and management of bank accounts, gift aid and payment processes, payroll, pension scheme and other employee related benefits.

To monitor/identify any financial risk General:

Line management of the Finance Officer. To be an effective member of Leadership Team and support colleagues in the strategic planning and operational management of the organisation

Representing the charity and reporting to stakeholders as appropriate

Working to maintain and uphold the charity's culture and values. - To ensure the implementation of GDPR principles and confidentiality

### **General:**

Line management of the Finance Officer

To be an effective member of Leadership Team and support colleagues in the strategic planning and operational management of the organisation.

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### **About you**

#### **Experience & Qualifications:**

Financial management, planning and reporting

Line management of staff

Professional accountancy qualification Desirable Skills:

**Management skills, including the ability to lead and motivate self/others**

Excellent interpersonal, teamwork, negotiation, and organisational skills

Excellent IT skills including high level Microsoft Excel skills

Initiative and a creative approach to problem solving

The ability to develop new systems and processes

Good written and verbal communication skills

The ability to plan and deliver against targets

The ability to write and implement policies and processes

The ability to prioritise, multi-task and work well under pressure

**Personal qualities:**

Absolute integrity with a commitment to transparency and openness

To be committed to supporting vulnerable migrants

To be supportive of the culture and values of the charity

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**Cross References and Citations:**

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