



Job title:	Finance Manager
Reporting to:	Head of Resources
Work base:	Sanford House, Sanford Street, Swindon, SN1 1HE
Hours of work:	30 hours per week to be worked flexibly Monday - Friday
Job purpose:	This role holds responsibility for delivering the operational management and day to day functions of all aspects of finance, in accordance with legislation and best practice and in line with organisational values.
Direct reports:	Finance Officer

Key Responsibilities

- Ensure first class management of and compliance with the Swindon Carers Centre Finance Policy and Financial Procedures and ensure all documentation is up to date to reflect current agreed practice with CEO and Board of Trustees.
- Provide day to day financial leadership and management of the income and expenditure of all Swindon Carers Centre's services and provide appropriate advice to CEO, Trustee Board, SLT, and Managers.
- Financially prepare for and evaluate new projects and initiatives liaising with Managers and Trustees over their feasibility, ensuring the analysis, development, and preparation of project budgets.
- Devise and agree annual budgets for each service area, working with SLT and Managers (Service Managers have decision making responsibility within their agreed budgets).
- Carry out quarterly reviews with budget holders to support ongoing management of budgets.
- Provision of regular monitoring reports to meet operational needs.
- Develop, implement, and maintain adequate systems of internal control to prevent and detect fraud.

Specific Tasks

- Produce financial forecasts to ensure Business planning is financially sound, sustainable and value for money.
- Produce and present quarterly management accounts and accompanying reports to the Treasurer and Board of Trustees, providing clear accountability.
- Work with the CEO and Treasurer to ensure all trustees fully understand the financial issues affecting Swindon Carers Centre.
- Oversee the monthly payroll ensuring the necessary payments are made to HMRC and staff within the timescales required and responding to any queries.
- Oversee the pension system adhering to all legal requirements and time scales and liaising with the Pension Regulator as needed.
- Oversee all financial transactions to check they are entered, processed, reconciled, and authorised correctly on QuickBooks in a timely manner, by the Finance Officer.
- Ensure all income is invoiced for and received when due.
- Liaise with Grants and Impact Officers around incoming grant payments/significant donations and ongoing/potential grant applications.
- Oversee bank accounts and credit cards to ensure they are maintained at an appropriate level and request inter account transfers where necessary.

- Work with SLT and Trustees to manage any investments in savings accounts to maximise income.
- Provide financial information for grant bids and tenders and meet required reporting and monitoring deadlines in close liaison with the Grants and Impact Officers, the Heads of Service Delivery, and the Head of Resources.
- Prepare statutory accounts and all relevant documentation for annual audit, manage audit process in liaison with auditors, SLT and Treasurer, and follow up any actions from the audit as required.
- Ensure submissions within legal time limits of statutory accounts and Governance reporting to the Charity Commission and Companies House.
- Complete electronic VAT returns for Swindon Carers Centre ensuring the necessary payments are made to HMRC within the timescales required.
- Ensure Gift Aid claims are correctly prepared and submitted to HMRC.
- Ensure that critical accounts processes can be covered during absences, both planned (by training Finance Officer) and unplanned (by ensuring all procedures are written up and easy to follow).
- Calculate and review the Reserves Policy with the Treasurer.
- Ensure all financial tasks are adequately risk assessed and reported via the risk register, where appropriate, to protect the organisation from risk.
- Keep abreast of any financial developments across the charity sector, including understanding of SORP and other charity accounting requirements.

Relationships

- To work collaboratively with all Swindon Carers Centre staff, trustees, volunteers, students, and external stakeholders exchanging professional knowledge, experience, mutual support, and service development.
- To support the Centre in the production of performance reports and other Centre information as required.

Other

- To assist with the induction of new staff, volunteers, and student placements.
- To contribute to promotion of Swindon Carers Centre activities and campaigns.
- To attend meetings, conferences, and training relevant to the role as required and appropriate.
- To keep informed of new developments and legislation affecting carers.
- To role model the Swindon Carers Centre Behaviours Framework at all times.
- To recognise, support, and embrace the Mission and Values of Swindon Carers Centre.
- To have a commitment to your own personal development, a willingness to participate in individual supervision, and to undertake relevant training opportunities.
- To support in ensuring safeguarding policies and procedures meet organisational and regulatory requirements.

Special Conditions

- Swindon Carers Centre is committed to safeguarding and promoting the welfare of children and adults with care and support needs and expects all staff and volunteers to share this commitment.
- Team working is essential to the smooth running of the organisation. It is the nature of the work that at times, responsibilities and tasks may be unpredictable and varied. Where the occasion arises, staff are expected to work in a flexible way. Any additional duties will normally be compatible with regular working and the need to provide service continuity. If the additional responsibility or task becomes a regular or frequent part of the employee's activities, it will be reviewed to assess whether it should be included in the job description in consultation with the employee.
- Flexible working hours including some evenings and weekends may be required.
- Due to the nature of our work with vulnerable individuals a Basic Disclosure and Barring Service (DBS) is required for this post.
- All staff are expected to:
 - prepare for and participate in regular supervision sessions and the annual appraisal process as part of their performance management, and to support further personal development and training opportunities,
 - carry out their duties and responsibilities with due regard to the policies and procedures of Swindon Carers Centre.

Person Specification

Qualifications / Education and Training	Essential/Desirable
GCSE English language C or above, or equivalent	E
GCSE Maths C or above, or equivalent	E
Relevant bookkeeping or accounting qualification and or/2 years minimum experience in Charity Accounting	E
Knowledge, Skills, and Experience	Essential/Desirable
Experience of managing substantial budgets and reporting on them at Trustee Board level openly and transparently	E
Experience of using standard accounting package (QuickBooks online preferably but not essential)	D
Experience of managing competing priorities in tight time scales	E
Experience of dealing with Charity VAT	E
Experience of financial management in a Charity or equivalent	E
A mature and balanced approach to the assessment and management of risk using good judgement, knowing when to seek advice and support	D
Experience of running payroll	D
Complete work to deadlines and communicate any issues clearly with an ability to handle high levels of pressure and critical decision making	E
Maintain confidentiality at all times	E
A general understanding of issues affecting carers	D
Confident and experienced in use of MS Office Suite especially Excel	E
Personal Qualities / Attributes	Essential/Desirable
High integrity and openness combined with commitment to good governance	E
Role model aspirational behaviours as outlined in the Swindon Carers Centre's Behaviours Framework	E
Ability to develop and maintain successful relationships with colleagues and external partners	E
Reliable and conscientious with impeccable attention to detail	E
Self-motivated and organised	E
Promote Swindon Carers Centre's mission and vision and demonstrate commitment to its values	E