

Finance Manager

Job description – May 2022

Responsible to:	Deputy Director of HVA
Location:	Jackson Hall, Hastings, TN34 1QN (plus optional homeworking)
Hours:	37 hours per week (with some flexibility to suit applicant)
Salary:	Starting at £30,984 depending on skills & experience
Duration:	Permanent contract (subject to funding and performance).
Annual leave	27 days plus bank holidays
Pension:	HVA will match up to 7% of salary in a NEST pension scheme.

OVERALL PURPOSE OF JOB

The Finance Manager will be responsible for all aspects of HVA's finances, including creating and monitoring project budgets, and managing expenditure for the organisation. The postholder will also provide community accountancy support to local charities, community groups and social enterprises to help them to set up and run their own finances successfully. The postholder will work alongside other HVA staff, and manage HVA's new Payroll Officer.

MAIN DUTIES

1. Responsible for all aspects of HVA's finances including preparation and monitoring of budgets, holding and accounting for funds held on behalf of groups, invoicing, paying bills, banking, reconciliations, preparation of regular management reports, and liaising with HVA's accountants.
2. Increase the financial skills of the local voluntary sector, to help them to set up and run their finances successfully, through individual support, group training, and promotion of online resources.
3. Lead and co-ordinate HVA's Independent Examination service and Emergency Bookkeeping service.
4. Assist in HVA's fundraising, e.g. creating budgets, financial reporting to funders.
5. Ensure that the buildings that HVA manages are safe and well maintained.
6. As part of a small team, provide cover or support in other areas of work, such as HVA's payroll or HR.

General Duties

1. Carry out responsibilities and duties within the framework of HVA's policies, including HVA's Equal Opportunities and HVA's Health and Safety Policy.
2. Undertake any other duties as required which are in line with the post.

PERSON SPECIFICATION

JOB TITLE: Finance Manager

EXPERIENCE

Essential

- At least 2 years' experience of being responsible for the finances of a small/medium sized organisation, including preparation and monitoring of budgets, invoicing, reconciliations and creating management reports.
- At least 2 years' experience of using Quickbooks accounting software (or similar).
- Proven competence in the use and adaptation of spreadsheets.
- A relevant financial qualification(s).
- Experience of customer-facing role(s).

Desirable

- Experience of managing staff
- Experience of coaching/training others in financial matters.
- A relevant training qualification.
- Knowledge of reporting and accounting requirements for Charity and Company Law.
- Experience of carrying out Independent Examinations / Audits.
- Experience of using Brightpay payroll software (or similar).
- Experience of managing buildings

SKILLS

Essential

- Ability to explain complex financial information in a simple way.
- Excellent mathematics skills.
- Excellent attention to detail.
- Excellent customer service skills.
- Good communications skills (in person, on the telephone and in writing)
- Good organisational skills and ability to plan and prioritise a complex workload to meet deadlines.
- Good IT skills, including Word, Excel, and databases

ATTITUDES

Essential

- Reliable and self-motivated.
- Ability to work under pressure and maintain a positive attitude to work.
- A flexible approach to work and a willingness to learn.
- Awareness of professional boundaries and confidentiality.

OTHER REQUIREMENTS

- Occasional work at evenings and weekends to meet community needs.
- Willingness to undertake further relevant learning and professional development.

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