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| Title of Post | Finance and Administration Manager |
| Salary | £32,000 |
| Hours of work | 35 hours per week |
| Benefits | 6% pension (25 days annual holiday plus public bank holidays) |
| Responsible to | CEO, Board of Trustees |
| Special conditions | Occasional weekend and evening work |
| Service Area | All |

**Purpose of the role**:

* To provide financial management for RVA, payroll administration for RVA and associated projects.
* To provide support to the Chief Executive Officer (CEO) for the work of RVA
* To support the CEO and the Board of Trustees to develop the organisation’s strategy, resources and services including collaboration with voluntary and statutory organisations working in Rother most especially regarding finance.
* To contribute to policy development in local voluntary, statutory and other organisations in furtherance of RVA’s strategic goals
* To work with the CEO and board to ensure that the Board receives appropriate advice and information on all relevant matters and enable it to fulfil its governance responsibilities
* To provide good leadership and role modelling that creates and fosters a beneficial working environment for all RVA employees and volunteers which motivate and retains staff
* To support RVA staff with appropriate financial, funding and business planning advice in the course of their work in projects and with community groups
* To manage premises, facilities, and equipment

**Key Duties and Responsibilities**

# **Strategic**

* Support CEO to Lead and manage the strategic, operational, and financial planning processes within RVA, including the production and presentation of reports and membership to the Board, Executive and Sub-Groups as appropriate
* Ensure that effective systems are in place to manage performance, risk, health and safety, financial resources, staffing and business continuity
* Maintain awareness of risks and changes in the external environment that affect the charity

**Financial Management**

* Responsible for maintaining and updating all RVA’s financial systems processes and policies
* Production of monthly, quarterly and annual financial reports and statements
* Production and maintenance of an annual budget and forecast for the Board
* Developing financial insight through financial data analysis, and monitoring to identify trends and themes
* Responsible for reporting to the Charities Commission and Companies House and meeting any legal requirements
* Act as part of the RVA senior leadership team and RVA Executive and as such contribute to all aspects of RVA strategic planning
* Responsible for budgeting and cost control of a number of projects simultaneously
* Responsible for ensuring correct financial information is available for monitoring, returns and contract requirements that are attended to and completed by project managers and coordinators
* Representing RVA with external stakeholders
* To ensure all invoicing and payment arrangements are carried out accurately with weekly and monthly payment of creditors and debtors
* Ensuring RVA has adequate insurances

**Personnel management – financial**

* Ensuring salaries and wages information/returns are carried out to specified deadlines
* Responsible for RVA Payroll
* HR responsibilities including administering the internal HR syste
* Managing and supporting Finance and Customer Services Assistant to ensure all financial and administrative duties run smoothly.

**Office administration**

* Negotiations and purchasing of all RVA equipment and supplies
* Health and Safety and Fire Safety of the offices
* Maintenance of all confidential forms and records including contracts, HR information, project reports and financial statements

**Community Support**

* Support staff and project managers ensuring they have financial discipline and knowledge
* Working with project managers and coordinators to develop new initiatives

**Delegated powers**

* Financial – spending as agreed with the Chief Executive and the RVA Treasurer
* Regularly review Financial Standing Orders in agreement with the RVA Treasurer
* Operational - as agreed with the Chief Executive
* Can agree work targets with individuals and target communities on specific action
* Can agree resourcing as per project budget and guidelines
* Can agree budget re-allocations and reprofiling
* Can authorise additional spending where required according to RVA’s financial authorisation policies
* Strategic – as agreed with the Chief Executive
* Can identify and action key themes for RVA operations
* Initiate partnership and collaborative working
* Identify, develop and implement projects
* Staffing – responsible for the activities and welfare of project staff and volunteers as agreed with the Chief Executive

# **Resources**

* To work with CEO to establish the long-term sustainability of RVA by developing a mix of income streams - grant funding, statutory contracts, partnership, income generation, fundraising and social enterprise (premises management, training and new initiatives)
* Lead and co-ordinate the efficient and effective management of RVA resources and assets.
* Operate within the annual budget and ensure management and compliance related policies are up to date
* To be responsible for the production and adoption of all policies and procedures to ensure compliance with the requirements of legislation and funding/contracting organisations
* Work with CEO to provide the systems and processes that lead and support voluntary action in Rother personally, with staff and volunteers and through networks and partnerships supported by RVA
* Support CEO to drive the use of digital technology to deliver RVA’s services
* Ensure the organisation’s staff and volunteers are focused on achieving its mission and aims
* To undertake any other duties as prescribed by the Board relevant to this post