

BASSETLAW ACTION CENTRE

FINANCE MANAGER

JOB DESCRIPTION

Job Title: Finance Manager

Employed by: Bassetlaw Action Centre

Hours per week: 20 hours – Monday to Friday from 9.00am to 1.00pm

Salary: £9.00 per hour

Holiday Entitlement: 28 days per year (pro-rata) after 5 full year's service an additional 5 days (pro-rata) is accrued.

Accountable to: Chief Executive, appointed by the Trustees and responsible to the Management Committee. The Line Manager is responsible for providing induction, regular supervision and support, continuing training opportunities, appraisal and review.

Responsible for: All financial aspects of the organisation. This includes having total responsibility for ensuring that all financial management aspects are carried out in an efficient and accurate manner to include:

Sage Payroll
Sage Accounts
BACS payments
Budget forecasts
Quarterly financial management reports
Administrative requirements for Companies House and the Charities Commission
End of Year Returns
Bank Reconciliations
Petty Cash
Invoicing
Raising Cheques
Providing Administrative Support to the Chief Executive
All other Administrative duties attached to the role.

Aims of the Bassetlaw Action Centre:

The Bassetlaw Action Centre is a local community resource centre, offering help and support to individuals and organisations. In addition to the core services there are 12 distinct work streams, many of which are designed to promote the independence of older and vulnerable people.

Bassetlaw Action Centre receives grant aid from NHS Bassetlaw, Bassetlaw District Council, Nottinghamshire County Council and a variety of other sources.

Current Staffing:

The Centre has 14 part-time/full time posts (including the Chief Executive). The Centre has the services of approximately 60 volunteers.

MAIN TASKS

1. To have overall responsibility for the finance and administration of Bassetlaw Action Centre.
2. To ensure the systems are in place for all administration, record keeping and reporting that is required to support the work.
3. To process monthly payroll.
4. To maintain Sage accounts for 12 distinct work streams including completing profit and loss and trial balance reporting.
5. To produce budgets and cash flow forecasts.
6. To operate a petty cash system.
7. To complete the bank reconciliation
8. To raise cheques to pay outstanding accounts
9. To process volunteer expenses payments.
10. To operate a BACS payment system.
11. To work as part of a small team to ensure all aspects of the work of the Bassetlaw Action Centre are covered professionally.
12. To provide Administrative support to the Chief Executive.
13. To maintain a comprehensive filing system.
14. To produce quarterly finance reports
15. To produce minutes and associated papers for board meetings.
16. Any other reasonable duties requested by the Line Manager.

PERSON SPECIFICATION

ESSENTIAL EXPERIENCE AND QUALITIES

- 1 Evidence of ability to build positive working relationships with staff and volunteers
- 2 Knowledge and experience of working in a professional and confidential environment..
- 3 Evidence of ability to carry out administrative tasks
- 4 Have good telephone manner.
- 5 Ability to work under pressure.
- 6 Being responsible – including being a key holder for the premises.
- 7 Clear understanding of Equal Opportunities policy and practice and a commitment to implementation.
- 8 Highly developed interpersonal skills
- 9 Excellent numeracy, written and oral communication skills.
- 10 Relevant knowledge and experience of voluntary sector in Bassetlaw
- 11 Proven administrative ability.
- 12 Excellent IT skills
- 13 Experience of operating Sage Accounts and Payroll systems.
- 14 Experience of working in a busy/pressurised environment
- 15 Experience and knowledge of working in financial management.
- 16 Knowledge and experience of providing administrative support to senior staff member(s).
17. Previous experience of operating an accounts system from inputting through to producing profit and loss accounts and trial balance.