

Job Description

Job Title: Senior Finance Manager

Salary: £33,000 per year

Responsible to: Operations Director

Working Hours: Part-time at 22.5 hours per week, 30 hours may be considered based on candidate's experience and ability to take on other duties

Location: Flexible with home-working option (with ability to attend offices for weekly meetings) or based in our Ashton or Oldham offices

Benefits: 5% pension contribution, 25 days holiday increasing with length of service plus bank holidays, access to employee assistance programme, flexible working patterns with option to work from home. Home-workers must be able to provide a suitable and secure working environment.

Summary of Main Duties and Responsibilities

This is an opportunity to work as part of a charity committed to our Vision of enabling everyone in our communities to achieve better mental health. TOG Mind is a fast-paced charity which delivers a wide variety of mental health service contracts on behalf of local commissioning bodies and funders. As TOG Mind's Senior Finance Manager, you will work as part of the organisation's small finance team. You will be responsible for:

- Producing financial management information including management accounts, cashflow, balance sheets, debtors, forecasts and budgets.
- Developing effective financial processes and controls and ensuring all financial legal obligations are met in line with charity regulations.
- Ensuring effective financial management processes and controls are in place across the organisation.

Duties Relating to the Post

1. Responsible for producing accurate monthly management accounts information and financial reporting including profit and loss, variance reporting, detailed departmental performance, contract performance, cashflow, balance sheet and debtors.
2. Leading on the preparation of the organisation's accounts for the annual audit and maintaining effective working relationships with the accountant and auditor to ensure timely completion in line with statutory requirements.
3. Leading on the production of budgets and re-forecasts, and effectively liaising with the senior leadership team to gather the relevant contract information from across departments.
4. Undertaking analysis of departmental budgets, contracts and services to effectively monitor income and costs, and holding regular meetings with the departmental Directors to review.
5. Communicating finance information effectively for non-financial audiences including senior managers, Directors, Trustees, external funders and commissioners.

6. Working with the senior leadership team to support pricing for bids and tenders to ensure full cost recovery and sustainability.
7. Ensuring that suitable contracts are in place and negotiating with external suppliers to get the best value for money for the services used across the business, such as, insurance, rent, telephony, utilities and IT systems.
8. Leading on the organisational financial policies and processes to ensure we apply best practice, and that the relevant up to date governance and compliance continues to be in place.
9. Overseeing the approach to banking systems and investing funds to mitigate risk and support the sustainability of the charity.
10. Working collaboratively with the Finance Officer and Finance Assistant and providing suitable cover in their absence.
11. Providing effective line management and guidance to the Finance Team through a supportive and adaptable approach.
12. Deputising for the Director when required.
13. Carrying out any other reasonable tasks as requested by relevant senior leader.

Person Specification

E = Essential and must be able to demonstrate these points at application stage in order to be shortlisted

Attitudes and values

1. A commitment to providing effective high-quality services. (E)
2. A willingness to embrace change and the unknown. (E)
3. A desire to develop our services and take on new challenges. (E)
4. A willingness to develop and maintain positive working relationships. (E)
5. A commitment to encouraging personal responsibility for development by discovering and realising the abilities and energies of people. (E)
6. Seeking insight and grow from experience finding new or better ways to contribute. (E)

Experience

1. Extensive experience of producing a wide variety of financial management information and effectively communicating this to non-finance audiences. (E)
2. Financial management and governance in not for profit / charitable / small-medium sized organisation or another relevant sector. (E)
3. Ensuring financial statutory compliance and leading on good practice. (E)
4. Experience of producing budgets across multiple departments. (E)

Qualifications

1. A recognised financial qualification, such as AAT, ACA, ACCA, CIMA or qualified by experience with extensive experience in an equivalent role or roles. (E)

Knowledge

1. A knowledge of financial regulations and best practices.
2. A knowledge of financial management systems and processes.

Abilities

1. Ability to prioritise and manage a wide range of tasks.
2. Ability to work independently and as part of a team.
3. Ability to manage and guide staff through an emphatic and supportive approach which recognises their strengths and abilities.
4. Ability to communicate effectively using excellent interpersonal skills and by developing effective working relationships.
5. Ability to undertake any other reasonable tasks requested.

