

JOB DESCRIPTION

Job Title	Finance Manager
Location	Rutherford School, 1A Melville Avenue, South Croydon, CR2 7HZ
Responsible to	Director of Services
Salary	£33,000 pro rata
Contract	18 hours per week

Context of the Role:

The Garwood Foundation (Charity No. 272905. Company No. 1285858) has provided education and support for people with a range of physical and learning disabilities from Croydon and surrounding areas for more than sixty years. The Foundation is now seeking an experienced Finance manager to join its management team reporting directly to the Director of Services and ideally with an understanding of charity accounting and ability to work with charity budgets. The successful applicant will be self-motivated and able to work effectively with colleagues in the Foundation's service centres and a wide variety of public authority officers.

About you

We are looking for someone with analytical and problem-solving skills who has experience of financial management. You will be at least part qualified with a good level of IT competency, especially in Excel and accounting software. You will have experience of a wide range of finance processes and a willingness to learn more. You will be good at presenting financial information clearly to non-finance people. Ideally you will understand the context of finance reporting in the charity sector. Above all you will be good at building strong working relationships with colleagues and members of the Foundation. This is an exciting opportunity for someone who is proactive and analytical and who is keen to help lead and shape the finances within the Foundation

Main Purpose and Objectives:

To pro-actively manage the Foundations finances, including forecasting, monitoring and reporting all income and expenditure.

1. Personal Responsibilities

- Financial planning and budgeting support and advice to the Director, Managers and Trustees.
- To oversee the effective management of student funding within the school
- Monthly bank reconciliations
- Financial management of projects, including capital projects
- Development and maintenance of financial controls and audit systems

- Preparation of monthly Management Accounts
- Monitoring cash flow and ensuring funds are available when needed
- Financial Risk Management.
- Undertake book-keeping duties, including keeping records of income and expenditure using the charity's Sage book-keeping software and maintain separate detailed records for each cost centre and separately funded project in accordance with Charity Commission guidelines for restricted funds.
- Assist the Director of Services, the Centre Managers and the Community Fundraiser with the preparation of project budgets explain and report project expenditure, recording and reporting.
- Maintain funding records payments and reporting schedule, paper based and electronic filing and tracking grant payments.
- Assist the Director of Services in developing and issuing finance related policy documents.
- Assist the Director of Services in reporting to the Board and the Finance and Audit Committee.
- Management of the contractual relationships for the charity (e.g insurances, utilities)
- Ensure controls for financial systems are adhered to as set out in all policies and procedures.
- Ensure all invoices are issued and honoured on a timely basis.
- Liaise with and support and provide all required information to the Foundation's external payroll contractor.
- Reconcile income and expenditure from both charitable sources and our trading arm.
- Performance of Company Secretary duties, including financial reports for Trustee Board meetings

2. Maintaining and Developing Databases and Records

- Update the database as necessary, adding new records or changing information already included.
- Ensure we have a current up to date detailed clear record system.

3. Relationships and values

- To be committed to the aims and values of the Garwood Foundation.
- Ability to maintain confidentiality and discretion
- To maintain excellent communication with The Director, Treasurer and Managers at The Garwood Foundation.
- Aid in the overall development and enhancement of the Foundation's work.
- Attend and participate internal and cross-organisation working groups for training and exchange of information and best practice.
- Facilitate and support the work of the Foundation's external auditor for end of year account preparation.

4. Other Responsibilities

- To take on additional responsibilities commensurate to the role as and when required.
- On occasions where meetings or events take place in the evening or on a weekend, time off in lieu (TOIL) will be given.
- To conform to any policies and procedures that the Garwood Foundation may issue from time to time, particularly the Health and Safety, Equal Opportunities, Safeguarding and apply these in all work.

- To be committed to developing professional knowledge through continuing professional development.

This job description merely outlines the key tasks and responsibilities of the post and is not exhaustive. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder.

This post is subject to an enhanced DBS disclosure check.

PERSON SPECIFICATION

	Essential or Desirable
Qualifications/Knowledge	
Excellent Intermediate IT skills in particular VT, Sage 50, drop box and Microsoft office word, excel, access, outlook	Essential
At least a partial accounting qualification	Essential
Good literacy and numeric skills	Essential
Experience	
Responsibility for financial day to day management within a medium sized business or charity.	Essential
Preparation of monthly accounts	Essential
Financial charity reporting to board of trustees	Desirable
Ability to interact with diverse people equally such as Trustees, managers, members of staff, suppliers, officials of funding authorities and service users with a range of disabilities.	Essential
Preparation of project budgets and expenditure tracking	Essential
Strong organisational skills with attention to detail	Essential
Experience of liaising with an external payroll contractor	Desirable
Skills and Abilities	
Professional and confident telephone manner	Essential
A friendly and approachable manner and an ability to liaise confidently at all levels	Essential
Flexibility and ability to work on own initiative and under pressure	Essential
Proven organisational skills and ability to identify and manage priorities within the workload	Essential
Excellent customer service skills	Essential
Personal	
Personable with a sense of humour	Desirable
Commitment to the organisation's values and strategic aims	Essential
Commitment to principles and practices of equal opportunities	Essential
An understanding of disability issues	Desirable

