

## Finance Manager Job Specification

<b>Job Title</b>	Finance Manager
<b>Salary</b>	£32,500 per annum, pro rata (£26,000)
<b>Responsible to</b>	Chief Executive
<b>Responsible for</b>	Financial operations of the Trust
<b>Hours</b>	30 hours per week
<b>Contract</b>	Permanent
<b>Job Purpose</b>	To provide financial management functions for the Trust, including financial oversight for externally funded programmes of work and supporting the CEO and Board.
<b>Closing date and time</b>	Sunday 17 <sup>th</sup> September 2023, 11:59pm
<b>Interview date</b>	Monday 25 <sup>th</sup> September 2023

### Your job

As Finance Manager you will have responsibility for daily financial operations, ensuring information is entered in an accurate and timely manner. You'll also be responsible for raising invoices and entering payments on the internal finance system and will liaise with the payroll and pension providers.

You will produce regular financial reports, accompanied by concise analysis and commentary, providing sound advice and guidance for the benefit of Board and the CEO in making informed business decisions.

The role includes producing annual accounts, in accordance with the latest Charities Statement of Recommended Practice and the Reporting Standards for Limited Companies, and liaising with the Trust's Independent Examiner and maintaining a 3-year financial forecast for the Trust, against which progress will be measured.

Through the development of strategies, procedures and processes, you will ensure that financial operations are streamlined and 'future fit', as part of the Trust's policy of continuous improvement. Alongside this, you will support the CEO in business planning and the development of the organisation and will inform Board and the CEO of any relevant changes in legislation.

Ensuring that the Trust's financial systems are fit for purpose and secure, you will assess and mitigate risks, whilst also working to prevent and detect any incidents of fraud and other irregularities. This will also involve working with the Trust's card payment provider to ensure anti-money laundering compliance.

To ensure best value, you will also deal with brokers and suppliers of financial and office support services, including utilities and IT and communications.

You will be part of a small team, who are happy to multi-skill across all visitor-facing areas, and you will undertake Duty Manager responsibilities for the site on a rota system, including evenings and weekends.

You will need to work flexibly and outside normal office hours as required to meet the needs of the organisation. This will include weekend and evening working.

The Trust offers 31 days annual leave (inclusive of bank and public holidays), pro rata.

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The postholder will be eligible for the Trust's pension scheme, which is provided by Cheshire Pension Fund, the Local Government Pension Scheme in Cheshire. Employees are also entitled to a 10% discount on purchases in the museum's gift shop.

The organisation is committed to complying with the General Data Protection Regulation (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulation (2018).

### Skills and experience

- A suitable accountancy qualification such as AAT/CCAB or similar, or QBE;
- Relevant experience, ideally within a charity or third sector organisation and including practical finance administration responsibilities;
- Experience of monitoring and managing income and expenditure, including financial control of funding projects.
- Ability to produce informative and concise reports for the CEO and Board of Trustees on a regular basis, alongside the required annual reports.
- Good communicator, both written and spoken;
- Excellent IT skills, including the Microsoft Office suite, with particular reference to Word, Excel and Outlook, and QuickBooks (or similar);
- Sound working knowledge of relevant legislation, regulatory requirements and best practice, especially in relation to Gift Aid, Charity Tax and the Charities Statement of Recommended Practice (SORP);
- Excellent project and time management skills;
- A self-starter, organised and highly motivated;
- Experience of people management, and of working with volunteers;
- Ability to work to tight budgets and ensure maximum value of money.

### Principal responsibilities

1. Completion of daily financial operations, entering information in an accurate and timely manner, and raising sales invoices, processing online supplier payments and entering payments made on QuickBooks.
2. Reconciliation of cash and card receipts with EPOS system and WorldPay, including banking of cash (you will need a car to undertake this task), and monthly reconciliation of main bank account via QuickBooks.
3. Working with external suppliers, such as payroll and the pension provider, to ensure smooth working processes are in place and maintained.
4. Monitoring and recording expenditure against a number of time-limited funding streams from external grant providers.
5. Producing regular (monthly, quarterly and annual) reports on the Trust's financial position will form part of your role. Annual reporting will include producing the annual accounts and liaising with the Trust's Independent Examiner.
6. Maintaining a 3-year financial forecast for the Trust, against which progress will be measured.
7. Informing Board and the CEO of any changes to legislation, including any changes relating to charities.
8. Supporting business planning and future developments through the provision of relevant financial data and reports, identifying trends where possible.

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9. Ensuring that the Trust's financial systems are fit for purpose and secure, to help mitigate risks
10. Working to prevent and detect any incidents of fraud and other irregularities, including working with the Trust's card payment provider to ensure anti-money laundering compliance.
11. To ensure best value, you will also liaise with brokers and suppliers of financial and office support services, including utilities and IT and communications.
12. Undertake any other duties as required that are commensurate with the post.

## Working relationships

The post holder will report to the Chief Executive, but will also work closely with a number of key staff in relation to externally funded projects.

## Special conditions of employment

- There will be a three-month probation period for the successful candidate
- Norton Priory Museum and Gardens is a no smoking site. This includes the use of e-cigarettes
- 30 hours per week, flexible around core opening hours (including Saturdays and Sundays) and with evening working for events etc. as required.
- The site is open throughout the year, including Bank Holidays (with the exception of Christmas Day, Boxing Day and New Year's Day).
- The post holder will be required to act as Duty Manager on a rotational basis.
- The post holder will be required to take reasonable care for their own safety at work, the health and safety of other persons affected by their actions at work and to cooperate with colleagues in implementing Norton Priory's Health and Safety procedures

## Criteria for selection

	Essential	Desirable
<b>Qualifications</b>		
Qualified by experience (QBE)	E	
Relevant accountancy qualification (AAT / CCAB or similar)		D
Educated to A-Level standard or equivalent		D
Educated to degree level or equivalent		D
<b>Knowledge</b>		
Working knowledge of GDPR requirements in relation to management of customer data, or willingness to undertake GDPR training.	E	
Knowledge of Charity or Third Sector organisations and the financial requirements of working within the sector		D
Knowledge of a recognised accounting system, such as QuickBooks	E	
Knowledge of current legislation, regulation and best practice in accountancy	E	
<b>Experience</b>		
Experience of working with financial software, preferably	E	

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QuickBooks		
Experience of delivering and operating financial policies and procedures to ensure quality standards are met	E	
Proven experience of accurately recording and monitoring income and expenditure cross a range of projects / funding streams	E	
Proven track record of achieving results and working to targets	E	
Experience of communicating effectively and influentially with others, both verbally and in writing		D
<b>Skills</b>		
Excellent IT skills and proficient in Microsoft 365	E	
A good communicator, both written and verbal	E	
Financial risk assessment and risk management skills	E	
Able to self-organise, prioritise and meet deadlines	E	
Ability to monitor budgets	E	
<b>Personal Qualities</b>		
Approachable, able to put people at ease, but firm when needed	E	
Dynamic, self-motivated person with the ability to work unsupervised whilst also being a strong team player	E	
Positive and enthusiastic outlook	E	
Passionate about Norton Priory and its role within the local community	E	
<b>Additional Requirements</b>		
The ability and willingness to travel throughout the borough and further afield as required	E	
Flexible approach to working hours	E	
Full driving licence and access to vehicle with business insurance	E	

If you would like an informal chat with the Chief Executive Officer, Rob Sanderson-Thomas about this opportunity, please email [recruitment@nortonpriory.org](mailto:recruitment@nortonpriory.org), or call the museum during opening hours on 01928 569895.