

Job Title: Finance Manager
Reporting to: Business Manager
Location: Salford, Greater Manchester (office and home-based working)
Salary: £27,500 - £29,500 FTE
Hours: Full time 35 hours per week
Contract: Permanent

Job Purpose

The Finance Manager will work within the Business Support team to help deliver Salford Foundation's vision to create a fair society in which everyone has the opportunities and resources to reach their full potential. The post holder will be responsible for: the smooth day-to-day running of the charity's finance function; delivering financial management information to a range of key internal and external stakeholders; and developing and maintaining robust financial processes to ensure effective control of Salford Foundation's resources.

Job Description

Key tasks and responsibilities

1. Day to day responsibility for all aspects of bookkeeping (including the processing of sales invoices, purchase invoices/expenses, bank payments/receipts), bank and petty cash reconciliations, journals and nominal ledger administration to ensure a smooth month end close.
2. Monitor and process expenses and co-ordinate the management of staff purchasing cards.
3. Manage the outsourced payroll functions, including dealing with starters / leavers, processing monthly and weekly salaries and making payments for salaries, pensions, tax and national insurance. Administer the charity's pension scheme.
4. Co-ordinate cash management and banking within the organisation under the direction of the Business Manager.
5. Support the Business Development team with the preparation of project budgets for funding applications and work collaboratively with operational colleagues to monitor and explain any significant trends and variances on a regular basis.

6. Complete monitoring returns for funders. Manage reporting of restricted funds and submit financial information required for grant monitoring and funding bids.
7. Maintain documentation within the organisation's Contract register – ensuring contracts, monitoring returns and project life cycle documents are efficiently filed.
8. Key day to day contact for main facilities suppliers (i.e. utilities, insurers, intruder and fire alarm, photocopier).
9. Work with Business Manager to maintain, document and develop effective financial procedures to be used by Foundation staff and ensure robust financial controls for the organisation are in place.
10. To assist the Business Manager in the preparation of the annual financial statements and year-end file for auditors. To oversee the annual audit in accordance with set timescales.
11. Support the Business Manager with the development of the organisation's overall budget and cash flow.
12. To maximise the value for money application of the organisation's funds, including identifying inefficiencies and waste, recommending alternatives and monitoring improvement.
13. Assist with the training of new staff on the organisation's finance processes and procedures.

Other Tasks

1. To attend supervisory sessions, training and development, briefings and networking events to keep up to date with relevant legislation, policies and accounting best practice.
2. To implement and comply with all Salford Foundation's policies and procedures including Safeguarding Policy, Health and Safety Policy, Data Protection and Information Security.
3. To undertake any other tasks of a similar level of responsibility as requested by the Senior Management Team or Line Manager.

PERSON SPECIFICATION

Experience and Qualifications	Essential	Desirable
• Experience of working in a busy finance office	E	
• A professional accounting qualification (AAT or equivalent)	E	
• A CCAB recognised accounting qualification (ACMA, ACCA etc.)		D
• Experience of preparing monthly management accounts and supporting reconciliations		D
• Experience of processing transactions and book-keeping	E	
• Experience of working in a not-for-profit organisation/ managing restricted funds		D
• Ability to produce and deliver complex financial information in a logical, user-friendly way	E	
• Experience of dealing with customers and providing excellent customer service	E	
Skills Knowledge		
• Working knowledge of QuickBooks/ other accounting packages		D
• Knowledge of charity accounting and SORP		D
• Database skills – able to enter data and look up information	E	
• Knowledge of taxation legislation (e.g. PAYE, VAT, gift aid)		D
• Excellent numeracy skills	E	
• Proficient use of MS Office (Outlook, Word, Excel)	E	
• Ability to work flexibly and positively to support the work of others	E	
• Ability to work on own initiative and as part of a team	E	
• Excellent time management skills with the ability to deliver to deadlines	E	
• Able to manage competing priorities calmly and efficiently	E	
Attributes		
• Excellent interpersonal, planning, problem-solving and decision-making skills	E	
• Ability to work calmly under pressure	E	
• Enthusiastic approach to managing a busy workload	E	
Essential Requirements		
• Commitment to equality, diversity, and inclusion	E	
• Commitment to maintaining personal and commercial confidentiality	E	
• Commitment to Salford Foundation’s core values	E	