



## **FT Finance Manager**

### **Job Description and Person Specification**

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<b>Post</b>	FT Finance Manager
<b>Responsible To:</b>	Director
<b>Responsible For:</b>	
<b>Salary</b>	£32,000 - £37,000 per annum
<b>Duration</b>	Permanent

#### **Aim of the Post**

To be responsible for the efficient and effective delivery of all aspects of finance including financial management across 13 Rivers Trust and its programme and focused on ensuring the effective and efficient use of financial resources and systems and robust reporting and analysis.

The role encompasses all financial activities: accounting, budget setting and forecasting, financial management control policies and procedures, banking, and funding reconciliation.

#### **Main Duties and Responsibilities**

1. To work with 13 Rivers to enhance strategic and business planning, providing long term business plans and cash flows.
2. To analyse income and expenditure for various campaigns and produce statutory reports.
3. To oversee, manage and work along with external accountants and auditors in preparation of monthly management accounts and annual statutory audit and report.
4. To work with the Senior Management to prepare annual budgets.
5. To monitor performance against budget, investigate variances to ensure delivery of our operation within agreed budgets.
6. To ensure the delivery of accurate financial information to the Board of Trustees, CEO, statutory bodies and other stakeholders, including external auditors and government departments, such as HMRC and the Charity Commission.
7. To provide advice and recommendations in identifying any potential financial risks/weaknesses with policies or decisions and suggest strategies for mitigation.



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8. To identify opportunities for improving financial systems according to best practice and highlight opportunities for reducing costs/ improving contracts.
9. To provide management and oversight of all payment runs, accurate income recording and reconciliation and of all purchase ledgers, sales ledgers and cash books and systems for handling / filing associated documents.
10. To maintain supplier and employees' expenses records, deal with queries and undertake the reconciliation of supplier accounts.
11. To input and/ or upload purchase invoices and grants minutes data into the system to ensure that accurate and up to date financial control information is available within given deadlines.

#### **Other Duties**

1. To maintain and develop effective relations with agencies, community groups and networks.
2. To take part in 13 Rivers Trust central events and fundraising activities.
3. To maintain relationships with referral agencies and partners, sharing information in line with our policies and procedures.
4. To ensure full participation in team meetings and Trustee Meetings, one-to-one and supervision meetings.

#### **General**

1. To adhere to all policies and procedures, including Equal Opportunities, Health & Safety and Vulnerable Adults.
2. To carry out any other work allocated/ designated by the line manager or within given deadlines.

#### **Other**

1. The successful candidate will serve a six-month probationary period.
2. Employment is subject to receipt of two acceptable references.

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### PERSON SPECIFICATION

Knowledge/Skills/Abilities	How assessed	Essential/ Desirable
<b>Experience/ Knowledge</b>		
1. NVQ's or equivalent degree qualification in accounting/ finance	Application form	
2. Relevant experience in an accounts/finance team.	Application form	
3. Computer literacy including competency in the Microsoft Office suite of products.	Application form	
4. Demonstrated experience of working with Xero accounting systems	Application form	
5. A good understanding of accounting concepts including their application.	Application form	
6. Experience of generating management information reports	Application form	
<b>Abilities/Skills</b>		
7. The ability to input information quickly and accurately, with attention to detail.	Interview	
8. Ability to work collaboratively and communicate effectively with colleagues across 13 Rivers Trust	Interview	
9. Ability to prioritise work and meet tight reporting deadlines	Application Form Interview	
10. Ability to use initiative and to suggest new ideas for service improvement	Interview	
11. Ability to work independently and as a member of a team.	Interview	