

SOUTHMEAD DEVELOPMENT TRUST

Job Description

Post: Finance Manager

Job Purpose: The post holder will provide the overall leadership and day to day management of all financial operations at the Trust. The post holder will ensure the effective use of all Trust resources to ensure the delivery of the Trust's strategy to serve the residents of Southmead. The post holder will provide financial reports and advice to the Chief Executive, the Southmead Development Trust team leaders, the Board of Trustees and Finance Sub-Committee. The post holder will be the main point of contact for Banking Services, External Audit and with funding bodies for the financial aspects of grant bids. An element of this role will be reactive responding to opportunities and situations as they arise such as supporting business development negotiations.

Responsible to: Chief Executive Officer and Treasurer

Reporting to: Chief Executive Officer

Salary: £43,000 - £47,500 depending on experience

Hours: 22.5 – 37 hours per week, negotiable

Roles and Responsibilities:

Financial Management

- Lead and develop Southmead Development Trust's finance team, system and processes.
- Responsible for implementation of the Trust's Financial Regulations and regularly review this policy taking proposals for improvements to the CEO and Finance Sub-Committee.



- Responsible for the structure and integrity of the entire General Ledger and SDT's financial records. Assist the Board and Senior Leadership Team (SLT) in ensuring the safeguarding of all trust assets, that income is correctly recognised in line with accounting standards.
- Ensure that restricted funds are regularly reviewed, reconciled and subject to accurate internal recharges as part of Full Cost Recovery.
- To provide effective business partnering, financial support and advice to the CEO, Finance Sub-Committee, SDT Board of Trustees, as well as other team leaders and managers. Provide regular timely reports and analysis to assist them in understanding financial performance supported by regular management accounts meetings to review variances and agree forecasts.
- Lead on the preparation of the corporate annual budget with budget holders and the SLT for review by the Finance Sub-Committee and approval by the Board.
- Lead on strategic financial planning and modelling in support of the Trust's 5 year Strategy.
- Ensure the Trust's banking arrangements are secure with updated account signatories and bank payment authorisation processes. Review and sign off the bank reconciliations and requests to set up direct debits/standing orders.
- To assist or lead in the preparation of financial information for new and ongoing funding applications ensuring that accounting procedures are in compliant with funders' financial reporting requirements. Ensure funding is claimed, received and reconciled on a timely basis.
- To oversee the monthly payroll (being a primary point of contact for the outsourced payroll service) and to ensure accurate and timely contributions for Tax, NI and SDT's Pension Scheme (NEST).
- Manage the Trust's Fixed Asset Register ensuring assets are capitalised, depreciated and written off, as required.
- Ensure the appropriate returns are made to Companies House, the Charities Commission, HMRC and other statutory and government agencies.
- Ensure the Trust correctly calculates its VAT position and submits all returns on time.
- Provide all necessary information to ensure an efficient year-end audit and liaise with the auditor over the production of the audited financial statements. Implement recommendations in the audit management letter.
- Lead SDT's relationship with the bank, social investors and other sources of income and all loans.

Other Finance Responsibilities:

- To contribute to the overall strategic development of the Trust, through active participation at meetings including the team leaders meeting and SLT.
- Support the CEO in exploring large scale grants, commercial ventures and repayable finance from institutions and high net worth individuals. Support all Team Leaders in identifying, pricing and applying for funding.
- Provide advice on the financial models and legal structures of future projects, trading entities, wholly owned subsidiaries and partnerships.
- Support Team Leaders to ensure we get maximum benefit and security from our tools and systems.
- To maximise the income potential of the Trust, through advice to management and through appropriate investment policies.
- Support colleagues by developing budgets and cash flow forecasts for new initiatives, from funding applications to trading subsidiaries.
- Regular attendance at Board meetings. Work with the Treasurer to agree the annual Finance Committee work plan.
- Credit control management and reporting to Finance Sub-Committee.
- Provide ad hoc and regular finance training to Team Leaders and Trustees to enable them to discharge their duties.
- Developing the system for receipt of donations and claiming Gift Aid.

General Duties:

- To ensure the highest standard of Health and Safety at all times
- To comply with all Southmead Development Trust's policies and procedures.
- To maintain a professional attitude and conduct at all times.

- Any other duties as and when required.
- Have a Flexible approach to working which will include occasional evenings and weekends.

Person Specification

Post Title: Finance Manager			
	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	<ul style="list-style-type: none"> • Relevant professional qualification (eg member of ACCA, ICAEW, CIMA, CIPFA, ICAS) 	<ul style="list-style-type: none"> • Degree 	Application Form
Experience	<ul style="list-style-type: none"> • 5 years post qualification experience of financial management and reporting. • Extensive experience with using recognized accounting software for small businesses (e.g. Xero) • Experience of company regulatory and reporting requirements and working with external audit. • Experience of overseeing payroll ensuring compliance with HMRC and pension requirements. • Experience of developing and implementing financial policies and procedures to achieve high quality standards, efficiency and security. • Experience of strategic financial planning (e.g. over 5 years). • Experience of managing projects and contracts, costing, pricing and negotiation. 	<ul style="list-style-type: none"> • A good understanding of charity accounting including the SORP and the legal framework in the UK, including Restricted and Designated fund accounting. • Experience of working at a senior level reporting to trustees at Boards and Committees • Experience of working with partial VAT exemptions. • Experience of the monitoring and financial requirements of external funding bodies, such as the National Lottery, or Local Government. 	Application Form and Interview

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	ESSENTIAL	DESIRABLE	EVIDENCE
	<ul style="list-style-type: none"> • Experience of working in a team-oriented, collaborative and diverse environment demonstrating flexibility, drive and initiative required to support projects and services effectively. • Proven experience of managing, supervising, motivating and developing staff. 	<ul style="list-style-type: none"> • Knowledge of contract delivery and the principles of Full Cost Recovery. • Experience of conducting risk assessments and leading on the Financial Risk Register. • Proven track record in Business Development, such new partnership development or applying for and securing grant funding. • Experience of improving commercial income results. • A working knowledge of pensions and pension legislation. 	
Specific Skills/ Knowledge	<ul style="list-style-type: none"> • Excellent communication skills, including the ability to present complex financial information in a clear, confident and accessible manner to a wide range of audiences, of all levels, both internally and externally. • Excellent numeracy skills. • Proficient in Microsoft Office. • Practical ability to devise, adapt and implement financial systems & procedures to continuously improve efficiency and effectiveness. • Good organizational skills, ability to work under pressure, independently and flexibly using your own initiative • Knowledge of financial legislation and processes. 		Interview

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	ESSENTIAL	DESIRABLE	EVIDENCE
Other	<ul style="list-style-type: none"> • Willingness and ability to work outside normal office hours and across multiple sites. • Ability to adapt to a changing environment • Ability to work as part of a team as well as lead a team. • Personal drive for excellence in all things. • Willing to participate in other operational tasks, for the overall success of the Southmead Development Trust. • Committed to the values of Southmead Development Trust. 	<ul style="list-style-type: none"> • Ability to liaise with key stakeholders, community members and users in the promotion of Southmead Development Trust. • Knowledge of Southmead (or a community with similar characteristics) and the issues facing local residents. • Awareness of the factors that affect the health and well-being of a community. 	Application form / Interview