

Job description

Job title:	Head of Finance/Finance Manager
Reporting to	Chief Executive
Responsible for	Finance Administrator and Payroll Administrator
Office base	Winsford & Northwich as required
Hours	22.5 hours per week, Flexible work schedule
Band	C
Salary	£24,324 to £30,405 (Pro rata)

Role Overview

At Changing Lives Together (CLT) our vision is to enable people to move forward, to give them confidence and take control of their lives. We prepare people for the workplace and teach them the vital life skills and sense of worth which will energise them to succeed for themselves. We also support individuals and families that make up a “place” to become a community.

CLT is looking to recruit an adaptable Head of Finance/Finance Manager that is comfortable working within a challenging, fast moving and multitask environment.

Supporting the charity towards long term success and sustainability, you will build relationships with all departments and maintain professional standards with our external clients and suppliers.

As the Head of Finance/Finance Manager you will be expected to control all aspects of the charities day to day finances including cash takings, bank reconciliations and debtor/creditor ledgers.

Enthusiasm, initiative and excellent IT and communication skills are essential in this role which supports the financial administration of the charity.

Main Responsibilities and duties:

Main Tasks of Job:

1. Ensure that the charity meets its financial objectives and maximises the opportunities for fiscal growth.
2. Prepare and ensure statutory and contractual reports for the charity and all functions are made accurately and on time.

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3. Prepare and ensure all internal financial reports are made accurately and on time - forecasting requirements, preparing an annual budget, scheduling expenditures; analyse variances and initiate corrective action.
4. Identify past financial trends and the commercial and operational root causes of the trends.
5. Manage and report on cash flow and the investment of surplus funds to Chief Executive and the Trustees.
6. Manage accounts payable and accounts receivable
7. Manage internal payroll.
8. Ensure that all payments - including payroll, pension and taxation - are made in a timely manner and records are maintained.
9. Liaise with appointed external auditors and deliver all information and access they require to fulfil their obligations to the Trustees.
10. Assist with grant reporting to external funders, working with the relevant department heads.
11. Propose and implement improvements in financial operations and procedures.
12. Deliver efficient internal administrative services, including financial controls with separation of duties.
13. Day to day responsibility for managing and delegating work within the finance department.
14. Provide training and supervision for all finance staff.
15. Improve own personal development through relevant training

Usual Accountabilities

- To receive, store and process data (in whatever form or medium such data takes – e.g. electronic and/ or documented) in a confidential manner and in accordance with the Company's agreed data management policies and accordance with GDPR regulations
- To develop/attend team and organisational meetings
- To have regular supervision and review of targets with all department team members
- To promote the conduct and ethos of the organisation at all times
- To understand and apply all CLT's policies and procedures at all times in all areas of your employment
- To attend any relevant training to support continued professional development in line with the organisations training policy

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- To carry out such relevant and appropriate duties commensurate with the framework of the post and grade that from time to time may be required by management in consultation with the post holder.
- This job description is subject to regular review in accordance with changing organisational needs and consultation.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • ACA/Degree / AAT or similar finance qualification • Payroll and accounts training 	<ul style="list-style-type: none"> • Management qualification
Experience	<ul style="list-style-type: none"> • Practical line management experience • Significant demonstrable experience of working in and overseeing a finance department • Proven success in implementing and maintaining good financial procedures and processes. • Evidence of skills and experience in Sage • To have excellent IT skills especially Word and Excel • To be highly disciplined and capable of managing people • To be flexible, enthusiastic and able to work on own initiative • To have strong leadership, communication and multitasking skills 	<ul style="list-style-type: none"> • Third sector/charity experience
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> • People-focused approach • Administration and systems skills • Ability to promote and demonstrate anti-discriminatory practice • Communication skills 	

Personal Attributes	<ul style="list-style-type: none"> • Understand and respect the organisations values • Highly self-motivated and able to use initiative • Innovative, flexible and adaptable • Ability to deal with change and a flexible ‘can do attitude’. • Influencing skills • A commitment to the Safeguarding of Vulnerable Adults • Strong commitment to Equal Opportunities • Strong alignment with CLT values • Commitment to the mission statement, values and to the specific charitable objectives and ethics of the Charity 	
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Changing Lives Together is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.

Recruitment Process

Application Closing Date: 11 February

Interview Date week commencing: 14 February

Please note we do not score CV’s please use the Changing Lives Together Application Form.

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Please return your completed application form by email or post to:

Email – HR@changing-lives-together.org.uk marking the header “Recruitment Private and Confidential”

Post - Private and Confidential

FAO: Recruitment

Changing Lives Together

Unit 12, Road Two

Winsford Industrial Estate

Winsford

Cheshire

CW7 3QL

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