

JOB DESCRIPTION

Job Title	Finance Manager
Salary	£18,000 - 20,000 (15 hours per week)
Accountable to	Head of Finance and Administration
Primary Purpose	To organise and manage the financial affairs of the charity

Key Duties

1. To provide accurate and detailed business performance and accounts information in accordance with pre-determined deadlines, with a clearly presented commentary including:

Accounting

- Prepayments and accruals
- Accounting for Finance leases
- Depreciation and maintenance of the fixed asset registers
- Review and analysis of other balance sheet accounts (excluding bank rec)
- Review of the trial balance

Management Accounts

- Preparation of the management accounts including income analysis
- Preparation of the executive summary

Statutory Accounts

- Restricted funds
- Preparation of draft accounts
- Responses to auditor query

2. To provide and evaluate forward financial analysis and modelling that will accurately identify the implications of present and future strategies including:

Budget

- Salary budget
- Admin and overhead budgets
- Compilation of the overall budget including the sports department and fundraising

3. To implement and maintain a system of financial controls.

4. To ensure compliance with statutory regulations and submission of returns including VAT, PAYE, Sportsmatch and others as agreed by the due dates.

VAT

- Preparation of the quarterly VAT return
- Preparation of the partial exemption annual adjustment
- Calculation of the capital goods scheme
- Respond to VAT queries from WheelPower staff
- Respond to queries from HMR&C staff
- Manage VAT inspections

Business and Financial Management

1. To prepare quarterly revisions to the annual forecast together with clearly presented commentary.
2. To attend, when necessary, meetings of the Finance Committee and the Executive Council and present relevant financial reports.

Personnel Management

1. To provide support to the Finance Assistant.
2. To liaise with other areas of the business as appropriate.

Administration

1. To arrange safe secure storage of all financial records.
2. To maintain and as necessary develop further a reliable computerised accounting system.

Business Development

1. To produce proposals to streamline procedures to achieve time and cost savings.
2. To develop an effective departmental budgetary control system.
3. To prepare financial reports in support of fundraising and sponsorship initiatives.

General Duties

1. To perform other such tasks as deemed necessary by the Administration Manager and Chief Executive.
2. To liaise with relevant Committees and Sub-Committees of the Foundation as required.