

Finance and Grants Manager

Hours of work:	18.5 hours per week
Salary:	£28,000 p.a (pro rata)
Accountable to:	Director
Place of Work:	The Beacon Centre, BS5 9JH
Type of Contract:	Fixed term for 2 years

Post Objectives

The main function of this role involves taking responsibility for the finance function of Integrate UK and ensuring all finances are monitored and controlled in line with regulatory requirements.

You will also play a pivotal role in the development of the organisation through contribution to policies, systems, procedures and management.

The Finance Manager will assist the Director with any other financial tasks as and when required.

Job description

Key Duties:

- Providing and developing the financial management function in keeping with the nature of Integrate UK;
- Processing all financial transactions including bookkeeping entries on a weekly basis and running monthly payroll, ensuring all income & expenditure records are accurately recorded;
- Preparing payment schedules on a weekly basis ready for payment;
- Preparing management, grant monitoring and financial reports monthly for the Director and Treasurer to review;
- Preparing quarterly reports for the Board, including cash flow, P&L, balance sheet, grant monitoring, payroll forecasts;
- Banking income;
- Supporting the accountants with preparation of annual accounts, ready for independent examination;
- Regularly review and update financial records and systems to comply with charities and financial legislation;
- Supporting the Director with budget preparation and costings calculations for proposals to donors;
- Reporting of income and expenditure streams and budget forecasts (including payroll);
- Preparing and reviewing annual budget forecasts;
- Contribute to Integrate events and special projects as needed;
- Drafting/contributing to the development of relevant financial policies for the organisation;
- Reviewing existing systems and suggesting improvements;
- Liaising with operational staff and / or delivering training as appropriate to implement financial processes;
- Undertaking any other duty or activity as required by the Director.

This role involves working with young people and is subject to a successful Enhanced Level DBS check and references. We are committed to Safeguarding and expect all staff to support this in their work.

Integrate UK is a growing organisation and the hours for the post may increase at short notice depending on donor funding. The initial working hours will be 18.5 hours per week but may increase in the future.

Person Specification

Essential experience, key skills, qualifications and requirements:

- Minimum of 5 years' experience in a finance management function within the Charity sector
- AAT qualified, or similar qualifications
- Three years' experience of bookkeeping
- Excellent written and communication skills essential
- Training and managing finance teams
- Knowledge of charity financial regulation, legislation and current practice essential
- Proven experience of managing financial systems including QuickBooks and Receiptbank

- Experience of preparing financial and management reports, cashflow forecast, budgets and business development planning and reporting to the board
- Mentoring and working with Young People
- Organised individual who can work to strict deadlines
- Advanced IT skills
- Demonstrate an understanding of the issues surrounding FGM, HBV, VAWG and the other issues we address.

Desirable skills / experience / qualifications:

- Good spoken knowledge of other language/s

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