



# Job Description

Job Title	Senior Finance Business Manager
Reporting to	CEO
Salary & contract term	£45,000 pro-rata, dependant on experience Permanent 22.5 hours per week
Location	Flexible at one of our offices across West Sussex (Crawley, Horsham, Haywards Heath, East Grinstead, Shoreham, Worthing) and hybrid option
Team overview	Managing and leading a small finance team consisting of Finance Officer, Bookkeeper, you will report to the CEO and a member of the Senior Leadership Team.
Role overview	<p>Working in a busy local charity, you will be a member of the Senior Leadership team responsible for overseeing the finance function and delivery of the business strategy. As well as working with teams to partner on local bids, you will be active in our income generation plans and deliver feasibility plans for innovative propositions.</p> <p>You will ensure the day-to-day finance function is high performing and compliant with our financial controls and external responsibilities. Develop organisation wide and local project budgets, partnering with the Senior Leadership Team to ensure projects are well resourced and within budgets, and advise the CEO accordingly. You will prepare and present reports to the CEO and to the Trustee Board and as a member of the Senior Leadership Team you will deputise for the CEO and lead in areas of business delivery.</p>
Main responsibilities	Key elements/Tasks
Strategic Management	<ul style="list-style-type: none"><li>Actively feed into the development of the charity's strategy and business plan.</li></ul>

	<ul style="list-style-type: none"> <li>• Provide advice and support on commissioning and fundraising.</li> <li>• Work with the CEO to develop financial models, provide recommendations so the charity is sustainable.</li> <li>• Develop and deliver feasibility plans on income generation propositions.</li> </ul>
Financial Management	<ul style="list-style-type: none"> <li>• Ensure completion of all accounting functions and banking requirements including invoicing, payments, BACS, Bank, reconciliations.</li> <li>• Ensure the completion of all aspects of payroll, NI, Tax and operation of the pension scheme via outsourced company</li> <li>• Monitor and complete effective and efficient finance/administrative systems</li> <li>• Ensure the monthly management accounts are completed and provide analysis to the CEO and Board.</li> <li>• Prepare budgets and forecasts and liaise with the organisation's external auditors with the approval of the annual report and statutory accounts.</li> <li>• Monitor and ensure all legal requirements are complete as funder, national Cit A, Companies House and Charity Commission returns</li> <li>• Ensure that all finances are properly administered, and that appropriate financial regulations and controls are in place, and procedures are used at all times with accurate record keeping</li> <li>• Advise Chief Executive on all finance related issues and assist senior leaders to interpret financial information to make decisions.</li> <li>• Draft and submit annual reports and finance reports to the CEO and the Board.</li> </ul>

Planning and Development	<ul style="list-style-type: none"> <li>• Work with the senior leadership team to create budgets and models to deliver the business plan and for new projects and services.</li> <li>• Coach and partner with managers and others to deliver finance responsibilities.</li> <li>• Identify and develop efficient procedures and continuous improvement in policies, procedures, technology and software.</li> </ul>
Management and Supervision	<ul style="list-style-type: none"> <li>• Lead regular team meetings ensuring effective communication and up to date knowledge in the team and more widely.</li> <li>• Manage staff and volunteers through objective setting, supervisions and appraisal, ensuring their competence and support requirements are met</li> <li>• Use a range of techniques including coaching to colleagues and senior leaders across to develop their budget management skills</li> </ul>
Other Duties & Responsibilities	<ul style="list-style-type: none"> <li>• Ensure GDPR, safeguarding, health and safety and other policies are followed.</li> <li>• Manage facility leases and contracts as appropriate.</li> <li>• Support business continuity and risk management in accounts and other areas of business</li> <li>• Any other responsibilities as reasonably required</li> <li>• A commitment to continuous improvement and delivering efficiencies in own team and across the business</li> <li>• Ensure our values including Equity, Diversity and Inclusion are upheld</li> </ul>



# Person specification

## Qualifications

A-C (4-9) in English and Maths GCSE or equivalent

Desirable – a recognized accountancy qualification (ACA/ACCA/CIMA)

## Knowledge and Experience

### Essential Knowledge and Experience

- Able to demonstrate an understanding of strategic financial planning.
- Experience of writing finance proposals.
- At least 1 years' experience of developing a range of budgets and monitoring performance including spend.
- At least 2 years recent experience of producing month-end management accounts and audited year-end financial accounts
- Sound knowledge of accrual accountancy, VAT and charity finance including reserves and restricted funding

## Skills

- Excellent organisation skills and self-motivation - able to create and follow processes, manage conflicting priorities and meet deadlines with attention to detail
- Excellent IT and digital skills applied to a finance role, working independently using a range of applications, software and Microsoft office, in particular advanced Excel skills and use of QuickBooks
- Excellent communication skills – ability to present reports verbally and in

writing to audiences who are non-finance staff, and to explain complex information, gain information to develop budgets and forecasts, write and present reports

### **Attributes**

- A demonstrable commitment to the aims and principles of Citizen's Advice, moving them forward. Including equity, diversity and inclusion and apply this to different aspects of your work.
- Personal resilience and able to find solutions.

### **Desirable**

- Charitable accounts experience including use of restricted and unrestricted funds, charity house obligations and submitting financial returns.
- Experience of developing financial models.
- Experience of working in an income generation environment.
- Experience of managing leases, insurance and facilities service contracts
- At least 1 years staff and team supervisory experience.