



**Finance Manager**  
**25 hrs per week**

Salary £30,000-£33,000 FTE depending on experience

**Role Purpose**

To effectively manage the financial operation of the Charity and provide sound financial reporting and advice to the CEO and Board of Trustees.

**Key Tasks and Responsibilities**

Bookkeeping & Administration

- Post all information to the Charity's financial systems and accurately maintain records to meet legal and tax requirements.
- Reconcile the bank accounts and petty cash regularly.
- Process grant agreements; and develop and maintain the organisation's grant management system.
- Manage the process for individual donations and gift aid, to maximise donations to the organisation.
- Prepare draft statutory annual accounts for adoption by the Trustees and submission to auditors.

Payments & Banking

- Be responsible for monitoring the income and expenditure on the bank accounts and ensure that for on-line payments dual authorisation processes are followed.
- Prepare and process staff expense payments and ensure all invoices are paid promptly.
- Oversee the banking of cheques and cash collections in a timely manner, ensuring safe storage of bank cards and cheque books.
- In liaison with Operations Manager/CEO, provide accurate information to our payroll provider and set up payments as required to them.
- Ensure organisational paperwork is updated and filed safely both physically and electronically.

Financial Management

- Prepare annual budgets and forecasts and contribute to the Charity's strategic/business plan in collaboration with the CEO, Client Services Manager and Operations Manager.
- Plan and manage the cash flow in consultation with the CEO and Trustees.
- Work closely with the CEO to develop risk assessments and to advise on the likely financial consequences of all proposed courses of action.
- Ensure, in conjunction with the Charity's insurance brokers, that appropriate levels of insurance are in place and that payment for services and subscriptions such as mobile

- phones, utilities, broadband etc are competitive and value for money.
- Liaise with internal and external auditors, other compliance visits and requests from Inland Revenue as they arise.

### Reporting

- Provide finance reports, documents and information for Managers, CEO and Trustees as required in planning and controlling the work of the Charity.
- Attend and contribute to internal and external meetings as required in order to business partner the charity. Occasional out of hours meetings may be required with time in lieu.
- In consultation with the CEO, provide financial information for funding applications and reports to grant funders.
- Working with the CEO and other members of the team, help with sourcing and implementation of a fundraising and donor CRM system to track supporter contact and engagement.

### Policies & Procedures

- Work in cooperation with the CEO and Trustees to ensure that appropriate financial policy frameworks are in place to guide the Charity's financial decision making and maintain legislative compliance.
- Create, review and update the Charity's financial policies and procedures in line with internal processes and legislation, introducing and disseminating system improvements where necessary.
- Keep abreast with financial developments across the voluntary sector ensuring that the organisation works to high standards of financial management and accountability.

### **Key Skills and Experience**

- AAT Qualified or part qualified or other relevant qualification or qualified by experience (E)
- Experience of financial management in the non-profit sector with knowledge of charity finance and SORP (D)
- Experience of producing management accounts, budget planning, and financial monitoring processes
- Experience of managing financial accounting systems.
- Ability to develop, monitor and maintain financial management systems and procedures
- Confident managing a varied workload and able to prioritise effectively (E)
- Exceptional verbal and interpersonal skills, able to communicate at all levels within and outside the organisation (E)
- Ability to convey complex financial information to non-finance colleagues in both verbal and written format (E)
- Excellent organisational skills, attention to detail and ability to work to deadlines
- Logical and practical approach to tasks
- Proficient in the use of Microsoft 365 and a willingness to learn other applications and software programmes as required (E)
- Knowledge of current administrative best practice in the sector
- Familiarity with charity sector law and regulations, as well as with relevant general legislation eg GDPR, health & safety, human resources.

## **Personal Values and Behaviours**

- Commitment to Leeds North And West Foodbanks' Mission, Vision and Values
- Honest and Trustworthy
- Flexible and adaptable
- Reliable and committed
- Enthusiastic
- Ability to work under pressure
- Ability to work independently
- Commitment to excellent standards of customer care

## **Terms and Conditions**

Location: 53 Cranmer Bank LS17 5JD

Reports to: CEO

Salary: £30,000-£33,000 FTE

Hours: 25 hours per week

Generous holiday allowance