

Finance and Administration Manager

Date Prepared: Dec 2024

Job Description

- Job Title: Finance and Administration Manager
- Hours: 15 hours per week for 1 year, with possibility of extending, should funding allow
- Location: Primarily home-based, some travel and work from key Soundwell bases in Bristol and Bath, and other ad hoc travel as required.
- Salary: £38,000 per annum (pro rata)
- Benefits: 25 days holiday + bank holidays (pro rata), defined contributory pension scheme, mileage allowance.
- Accountable to: Director and Treasurer of the Trustee Board
- Probation period: 6 months
- Disclosure: Due to the nature of this work, the post is subject to a standard DBS check. Previous criminal convictions may not necessarily be a bar to this employment.

Job Purpose

- To manage the financial and administrative resources of the Charity in order to ensure a financially secure service which delivers value for money.
- Lead on the charity's operational systems and HR service, including supervision of the administrator

Main Responsibilities:

Finance

- Maintain financial records to meet legal requirements. Review financial transactions for value for money, accuracy and compliance with internal controls, plus identifying cost reduction opportunities.
- Manage all debtors and creditors control accounts, ensure accurate and timely debt collect and payment is made in line with the charity's policies and procedures.
- Manage the payroll function of the Charity, ensuring accuracy and compliance with legislation, including full liaison with NOW Pensions and HMRC.
- Be responsible for the provision of efficient and timely monthly management accounts and reports, including cashflow forecasts, and reporting results against budget.
- Prepare annual budgets and forecasts and present these to the trustees for approval.
- Lead on production of annual accounts and report with external accountants.
- Produce financial information for the team as required and provide support in financial matters, funding applications, financial returns and reporting.
- Work with Director and Treasurer to provide financial stewardship of the charity's resources.

Funding and Fundraising:

- Maintain the Fundraising database, including clear records of applications made and upcoming pipeline/funding opportunities.
- Work with the administrator to deliver and develop programmes of individual giving, including challenge events, regular giving and Gift Aid.
- Provide relevant and timely financial data to support fundraising applications and reports.

HR

- Manage all aspects of the charity's HR admin, delegating to the Administrator as necessary, including monitoring statutory leave, coordinating return to work procedures and DBS checks.
- Ensure that all staff are fully empowered to carry out their duties to the best of their abilities.
- Oversee the recruitment and induction of any admin staff.
- Line management of the administrator including training, annual appraisal and managing any disciplinary issues.

Operations

- Undertake day to day responsibility for ensuring that Soundwell's IT systems are fit for purpose, with information kept safe.
- Lead on organisational compliance with data protection legislation and support colleague adherence to best practice.
- Assist the Director to ensure all systems are fully utilised and fit for purpose.

Services

- Support the Director to prepare the annual services budget and provide regular information about service performance against agreed outcomes and budget.
- Support the Director to ensure that the therapy team comply with Soundwell policies, legislation and procedures particularly in relation to data protection.

Governance

Working with the Director to:

- Offer advice and support to the Director and Trustees in the overall governance of Soundwell where finance and administrative matters are concerned.
- Support the Board in policy renewal and development.
- Contribute towards the board papers for trustee meetings with clear and timely financial information.
- Attend Trustee Meetings to present financial and administration information.

This job description is not exhaustive and will be reviewed from time to time and amended by mutual agreement. The postholder will receive regular reviews together with an annual appraisal with the Director to review progress, job description and performance in post.

Person Specification

Experience & Knowledge

- Proven experience of successful Financial management, preferably within a charitable environment.
- Experience of working with a board of trustees and/or a charity.
- Strong operational management experience including successfully implementing financial plans and understanding risk.
- Experience of managing budgets and being held to account for same.
- Highly computer literate with good Excel skills and experience of accounting packages (we use QuickBooks).
- An excellent understanding of SORP.
- Experience of HR Admin and related functions, including recruitment.

Skills & Abilities

- A proven ability to monitor and evaluate and help identify opportunities to develop or improve services.
- Ability to learn and understand new systems and software.
- Effective people management and interpersonal relationships.
- Good time management with the ability to multi-task.
- Ability to show flexibility in working hours.
- Ability to organise, plan and prioritise own work.
- Attention to detail and accuracy across all areas.
- Enthusiasm, patience and discretion.
- Ability to travel to Bristol and Bath.
- Empathy, understanding and genuine commitment to Soundwell's work and approach.
- Political awareness and an understanding of the social and economic environment in which the charity operates.
- A good understanding of, and a commitment to, the values of equal opportunities, impartiality, and confidentiality as it applies to your own work, teamwork and service provision.

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