



JOB TITLE FINANCE MANAGER

REPORTS TO C.E.O

HOURS: PART TIME (18.75 HOURS PER WEEK)

SALARY £26,000 FTE - PRO-RATA TO £13,000 ACTUAL

JOB PURPOSE

To provide financial support for Community Interest Organisation LASS and its subsidiary social enterprise Well for Living (LASS Social Enterprise), ensuring that all required financial controls and regulations are maintained. Advise the CEO and trustees on financial matters.

KEY RESPONSIBILITIES

1. **Accounting** - Use appropriate accounting software to maintain and manage the financial accounting systems for both organisations and records and produce financial reports as required, including reports on expenditure by project, the production of annual budgets and quarterly records of expenditure against budget for the Trustees.
2. **Banking** - Administer and monitor bank accounts and VISA transactions, transfer funds in line with company procedure, produce monthly bank reconciliations, deposit funds received in a timely manner. Pay suppliers by BACs or cheque. Periodically review interest rates and advise and organise opening and closing of accounts ensuring all bank signatories are kept up to date.
3. **Income**- Keep records of income due and received from grant funding and sales of services and account for it in the appropriate accounting period. Generate customer invoices. Record and bank cash donations and ensure donors are thanked for their contribution.
4. **Payroll** - Produce the monthly payroll, pay payroll liabilities, payroll accounting including pension administration and GAYE log. Process payroll year end.
5. **Petty cash**- manage procedures for petty cash distribution and ensure appropriate levels of cash are available and expenditure is reconciled
6. **Grant Applications** - Assist with the financial aspects of bids, grant applications and project proposals
7. **Gift Aid**- Prepare and submit Gift Aid claims

8. **Annual returns** - Assist with the Completion & submission of Annual Returns for Charity Commission and Companies House
9. **Procedures and financial controls** Maintain financial procedures and financial controls including inter-company transfers and payments, accruals, prepayments and credit control.
10. **Admin support for financial tasks** – oversee and direct admin support with financial matters as appropriate to ensure finance reporting and accounting is managed in a timely manner and in keeping with all necessary financial protocols
11. **Audit**- Prepare accounts for audit or independent review as appropriate at year end and liaise with the external company providing these services

DATA MANAGEMENT & RECORD KEEPING

- Use appropriate finance software packages to produce report and manage accounts
- Proficient in excel and word

VALUES AND COMMUNICATION

- Be an active member of LASS, keeping CEO and colleagues informed of key issues and supporting effective communication on financial matters between staff, volunteers and clients.
- Represent LASS at meetings or other events.
- Undertake any other duties commensurate with the post as requested by the CEO.

Terms and conditions may be found in Staff Handbook or employment contract.

PERSON SPECIFICATION

	Essential	Desirable	Assessed by*
EDUCATION/TRAINING QUALIFICATION:			
Accounting qualification to AAT licenced accountant level 4 or equivalent	√		Application
SKILLS AND EXPERIENCE:			
Previous experience of management accounting for a small business or charity.	√		CV
Accounting software particularly SAGE	√		CV & Test
Excel and word IT	√		Test
Financial planning for bids grants and applications		√	Interview & test
Supervision of staff, students or volunteers		√	Interview
KNOWLEDGE OF:			
Accounting procedures	√		Application & Interview
Banking procedures	√		Application
Business and charitable accounting	√		Application
Payroll } Gift aid }	√ √		CV & application
Audit } VAT }	√ √	√ √	CV & Application
Equalities & diversity } The effects of disadvantage on vulnerable people }	√ √		Application & interview

HOW TO APPLY:

Complete the application form answering all the questions in full and outlining your skills, experience, knowledge and qualifications against the person specification. Please give brief examples from your previous roles, paid or voluntary or community work you have undertaken.

Please ensure that you return the form to caro@lass.org.uk by midday on 24th November. We will be inviting the successful candidates for interview by 28th November. Please note if you do not hear from us by then, you will have been unsuccessful in your application. The Interview date will be on Friday 8th December (between 9am and 1pm); please indicate your availability on that day.

We hope to start the successful candidate on or before 8th January 2018.