



Job Description and Person Specification

Position:	Finance Manager
Salary:	£40,057-£45,173 (pro rata) (dependent on experience)
Hours:	21-28 hours per week (depending on preference)
Responsible To:	Chief Executive and the Board of Trustees

Job Description

Main Duties and Responsibilities

Financial Management and Strategy

1. Working with the CEO, Ops Director and Treasurer to set financial strategy alongside the wider organisational strategy.
2. Liaising with, and preparing draft accounts, budgets and financial reports for, the Manchester Mind Board, Manchester Mind auditors, funding bodies, Charity Commission and Companies House.
3. Supporting the development of the Finance & Administration Officer through supervision, coaching and delegating appropriately.
4. Developing and overseeing of Manchester Mind's financial strategy planning in line with the Manchester Mind Strategic Plan, finance policies and Manchester Mind values.
5. Managing all Manchester Mind's financial systems and records to ensure the financial integrity of the charity is maintained.
6. Monitoring and controlling of performance against budgets on a regular basis for all Manchester Mind's projects and cost centres.
7. Reporting to and advising the Finance Sub-Committee and the Board regularly on specific financial performance indicators and the overall financial health of the organisation by attending Board meetings and appropriate Sub-Committees.
8. Overseeing internal financial controls and safeguards including risk assessments.
9. Ensuring that all income is received, and all expenditure is properly authorised and paid.
10. Delegating to, and supervising, staff with financial responsibilities.
11. Ensuring that all payroll duties are carried out, liaising with the Inland Revenue and ensuring Manchester Mind comply with all relevant legislation.
12. Overseeing the raising of grant invoices in a timely manner and in accordance with contracts, and ensuring prompt payment.
13. Managing Manchester Mind's pension contributions systems, including the Manchester Mind Stakeholder Pension scheme, ensuring Manchester Mind comply with all relevant legislation.
14. Ensuring Manchester Mind is insured appropriately and to review the insurance schedule on a yearly basis to ensure the best value, terms and conditions.

15. Maintaining regular liaison and communication with the Treasurer of the Board of Trustees.
16. Working closely with the appointed accountants and auditor in maintaining records to meet legal and tax requirements.
17. Ensure that all audits, annual reports and returns to Companies House, the Charity Commission, Inland Revenue and other financial agencies are completed accurately and on time by working closely with the appointed accountants and other staff.
18. Providing financial information for use by managers in planning and controlling the work of the charity, including budgets and management accounts.
19. Maintaining all Manchester Mind's bank accounts and actively managing cash flow and investments to ensure financial security and the best return.
20. Ensuring monthly management accounts are completed accurately and on time.

Operations

1. Assisting/supporting the Chief Executive and Operations Director in developing a fundraising strategy.
2. Supervising, guiding and training other members of staff, volunteers and the Board on financial skills and the financial management of the organisation.
3. Developing and reviewing contracts and service specifications, and monitoring and evaluating contracts.
4. Take a lead on organisational reduction of carbon emissions which will also include taking a lead on procurement and overseeing any supply chains.
5. Supporting the development of social value in order to be competitive in tenders
6. Networking with other Charity Finance professionals to improve Manchester Mind's systems and practices.
7. Investigating, and making the Board of Trustees and Chief Executive aware of, liabilities that may arise in relation to funding and contractual obligations.
8. Working with the Chief Executive to plan and oversee all Manchester Mind's income generation, including service contracts, fundraising and social businesses.
9. Ensuring that there is a calculation of 'Full Costs' for all Manchester Mind services in order to monitor and improve the financial health of the organisation, and to finance and expand the Central Management.

General Responsibilities

1. Maintaining a professional and confidential approach to work at all times.
2. Actively participating in regular supervision sessions and team meetings as requested.
3. To be willing to attend appropriate training courses as agreed with your manager.
4. Contributing to the effective and efficient running of Manchester Mind by awareness and compliance of policies and procedures, including Health and Safety.
5. Ensuring data is managed in compliance with General Data Protection Regulations.
6. Ensuring an awareness of safeguarding policies and procedures.
7. Creating positive relationships and treating all staff, volunteers and members of the public with dignity and respect, adhering to Manchester Minds core aims and values, and adhering to equal opportunities and diversity statements and policies.

8. Working outside normal office hours if required to do so to meet the needs of the service.
9. Carrying out other duties as requested by the CEO/Ops Director or Board of Trustees.

This job description may be subject to joint review from time to time between the post-holder and Manchester Mind, and as such is liable to amendment.

Person Specification

All essential unless otherwise stated.

Knowledge and Experience

- An accountancy qualification, such as AAT, ACCA, CIMA (including part-qualified in any of these), or equivalent.
- At least two years' experience as a Finance Manager or Senior Finance Worker level.
- Experience of cost-centre financial management, preferably in the Third Sector.
- Experience of using financial spreadsheets and setting and managing budgets.
- Experience of setting up, reviewing, updating and managing financial systems and records.
- Knowledge and experience of Sage Line 50 or of using similar accounting software.
- Experience of developing sustainable financial strategies.
- Knowledge of the financial requirements of Companies House, the Charity Commission, the Inland Revenue and other key financial agencies.

Skills and Personal Qualities

- Ability to be receptive to, and appreciative of, the skills, talents and perspectives of everyone.
- Ability to develop kind relationships that lead to people feeling accepted, understood and able to contribute.
- A positive approach to working collaboratively with staff and partner organisations.
- Ability to prepare draft accounts, budgets and financial reports as required.
- Ability to work and support colleagues in a way that improves financial knowledge.

