

**Job Description**

**Job Title: Finance Manager**

**Responsible to:** **Assistant Director - Finance**

**Job Purpose**

* Provision of all statutory and internal financial management information throughout the company ensuring compliance with audit.
* To ensure the Finance Team targets are met and a quality service is maintained.

**Principal Duties and Responsibilities**

1. Preparation of statutory accounts and other external financial information. Ensuring all audit requirements and standards are met.
2. Prepare monthly management information in accordance with the timetable:

* Prepare budget reports, including variance analysis and forecasting.
* Preparation of Board Reports
* Review of monthly Balance Sheets and control account reconciliations.
* Investigating any anomalies and advising/correcting accordingly.
* Providing advice, guidance and support on all budgetary matters to all management/budget holders/project managers.

1. Treasury management for all companies:

* Manage bank accounts effectively maximising investments and cash flow
* Manage 12 month rolling cash flow projections
* Manage bank relationship on a day to day basis

1. Review and authorise

* Journals for all companies
* VAT returns for all companies
* External Claims/contract reconciliations
* Prepare/review financial bid information
* Sample check payment runs

1. Assist in preparation to final draft budget
2. Quality Control
   * Produce monthly stats and Balance Scorecard for the team
   * Training and development of other members of the Finance Team as appropriate.
   * Monitoring Finance Helpdesk to ensure service provided is high quality and consistent
   * Financial systems development.

**Additional Duties**

1. To fully participate in all audits both external and internal.
2. To liaise with members of the management team to resolve any problems highlighted and contribute to future development opportunities. Advise on the likely financial consequences of all proposed courses of action.
3. Liaison with relevant central government departments, Local Authorities and any other external funders to ensure claims and monitoring information is processed efficiently and meets the requirements of each funding and/or contractual agreement.
4. To fully participate as part of the Finance Team

**Corporate Duties and Responsibilities**

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| 1. Ensure efficiencies are achieved in the delivery of services across the wider Career Connect portfolio 2. Promote the safeguarding and welfare of children, young people and vulnerable adults in accordance with Career Connect Safeguarding policy and procedures. |  |
| 1. Helping to maintain a safe and healthy working environment in accordance with Career Connect Health and Safety policy and procedures. |  |
| 1. Respect the confidentiality of all matters in relation to employment and clients. Comply with the requirements of the Data Protection Act 1998 and other legislation with regard to the processing of any personal data. |  |
| 1. Promote and maintain Career Connect policies on Equality, Dignity at Work and Code of Conduct. |  |
| 1. Take responsibility for own continuous professional development, by identifying and undertaking learning and development opportunities and alerting line manager where support is needed. |  |
| 1. Implement and follow Career Connect policies and procedures to promote business continuity in emergency situations. |  |
| 1. Act in a risk aware rather than risk averse way. Every member of staff, from the directors through line managers to the individual employee must be aware of the nature of risk, and the agreed system of control.   This job descriptions sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. |  |



**Person Spec**

**Essential Qualifications, Skills, Experience and Knowledge**

* Qualified Accountant/Qualified by experience
* Educated to level NVQ 4 or equivalent in Finance.
* Financial experience of at least 5 years.
* Experience in preparation of monthly Management Information.
* Good Staff Management/Performance Management Skills
* Experienced user of Excel
* Effective communication and interpersonal skills.
* Must be able to demonstrate:
* Accuracy
* Attention to detail
* Flexibility
* Self-motivated with experience of working to strict deadlines.

**Desirable Qualifications, Skills, Experience and Knowledge**

* Experienced user of Sun Accounting System and Vision Q&A.
* European Funding experience.
* Claim co-ordination experience.