

Job Description

Position: Finance Manager

Responsible to: Strategic Management Team

Location: Crossfields Institute office in Stroud

Hours: 16 hours per week - negotiable

Duration: Ongoing contract

Job purpose:

The post holder will manage the finances for Crossfields Institute as a charity and business (including the Danish branch) and provide strategic financial advice. The aim of the post is to ensure the financial stability and sustainability of the Institute. You will be responsible for the day to day running of the small finance department, monitoring and reporting organisation and individual department performance, preparing monthly management accounts, liaising with other staff on bids, supporting Institute changes and building on the financial systems already in place.

The post holder will also be responsible for ensuring that this charitable company remains compliant with all statutory financial regulations that apply to it.

Main duties:

- 1) Manage the finances of the charity, its subsidiary (ies) and any other managed company finance.
- 2) Keeping an overview on cash planning, including cash flow forecasts.
- 3) Compiling the payroll input, liaising with payroll service provider and checking pay and setting up BACS and payroll input to accounts for Crossfields Institute.
- 4) day to day finance work (cash flow management, raising/paying invoices)
- 5) Provide financial advice to the Trustees and Strategic Leadership Team:
 - Budget & forward planning
 - Forecasting of the annual position
 - Unit & activity costing
 - Assessing and advising on feasibility of new initiatives
- 6) Engage in advising on the finance aspects of new business development as appropriate including new products and services, as well as cost monitoring of projects
- 7) Contribute to the continuous process of improving use of financial systems and procedures.
- 8) Maintain up-to-date financial procedures manual.
- 9) Keep abreast of current legislation on charity accounting.
- 10) Act as company secretary for the charity.

Support to Staff

Assist team members in setting up systems to meet their financial responsibilities and compliance with the accounting and reporting requirements of the charity. Provide support, advice and information as required.

Funds & Cash Management

- 1) Determine the payment schedules for all debtor arrangements and update the medium term cash flow forecast.
- 2) Regularly review the payments schedules to ensure that instalments are received in accordance with the agreements made and chase up outstanding payments.

Other

- 1) To ensure the Institute receives all funding due, and advise the Senior Leadership Team of any problems
- 2) Prepare information from the finance systems for staff, auditors and clients as required which will include spread sheets and data analysis.
- 3) To have an interest in a holistic approach to the development of one's own knowledge, spirituality and creativity.

General

- 1) To work in accordance with the behaviours set out in the person specification and competency framework.
- 2) To carry out all work in accordance with the institute's policies & procedures.
- 3) To maintain professionalism, honesty and respect at all times.

Staff Management and Supervision

The Finance manager will oversee the payroll provider

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however a certain task proves to be unachievable job redesign will be given full consideration.