

JOB DESCRIPTION

JOB TITLE: Finance Manager

DEPARTMENT Finance
Department

REPORTS TO: Head of Operations

SALARY: 32,000

PLACE OF WORK: Oak Tree Farm, Wetheral

REVIEW DATE

PURPOSE OF THE JOB

- To provide a central focal point for financial record keeping and core accounts and payroll information within the Charity and its trading subsidiary, OTAC Trading Limited.
- To ensure that financial operating procedures are adhered to.
- To ensure that statutory or regulatory reforms are enacted and that written procedures are amended.
- To provide timely and accurate reports on financial matters to the CEO, Senior Managers and Trustees.
- To provide information for the Charity's management that supports decision making and improves the overall performance of the Charity.
- To act as the primary contact with external auditors on matters involving financial record keeping.
- To line manage the Finance Team.

PRIME RESPONSIBILITIES

- To support the efficient day to day management of the Charity through contribution to management meetings and production of accurate, timely reports.
- To review existing financial control measures and to amend them in a timely manner to reflect best practice and prevailing legislation. This will include VAT processes, income receipts and cashflow for the Charity and Charity Shop chain.
- To manage daily accounting processes and to accurately record all financial transactions.
- To manage and develop the Charity's financial accounts software and regularly to review the possible integration with other software platforms used by the Charity and Trading Company.
- To ensure the Charity achieves its financial compliance obligations and has robust financial controls.

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SPECIFIC DUTIES

- To monitor expenditure against budgets and to produce monthly variance reports for budget holders.
- To challenge ongoing budgetary non-conformances and where appropriate, report instances to the Head of Operations and CEO, thereby maintaining an effective administration of financial accountability.
- To ensure that the Charity's Financial Procedures are adhered to; specifically by;
 - Obtaining 3 quotes prior to entering into expenditure decisions.
 - Reviewing all expenditure proposals to ensure that authorisation levels are not exceeded.
 - Managing all queries relating to payments and order deliveries.
 - Accounting for VAT and submitting claims to HMRC for VAT refunds.
 - Checking invoices for accuracy to ensure there is no overcharging or repetition of claims for payment.
 - Controlling payment of invoices and expenses in respect of suppliers and employees
 - Processing authorised employee expense claims.
- To ensure that daily trading records of cash taken is accurate including reconciliation of cash registers and that takings are balanced against records and cash held.
- To manage daily cash handling including cashing up tills and recording income in accordance with standard operating procedures.
- To process all bank movements daily.
- To reconcile all bank accounts at least monthly.
- To record Gift Aid declarations to claim back Gift Aid from HMRC.
- To collate and verify timesheets for the monthly payroll submission.
- To liaise with HR personnel before submitting monthly payroll data to the external payroll provider.

• REPORTS

- The post holder will line manage the Finance Team currently comprising two direct reports.

• OTHER COMMENSURATE DUTIES

- To maintain all relevant databases, appropriate filing systems and data storage, ensuring accuracy, confidentiality and legal compliance is maintained in line with GDPR.
- Any other duties commensurate with the responsibility and remit of the role, including the provision of cover for colleagues during periods of role vacancy, holiday or sickness.
- To liaise closely with other departments to ensure good communication and positive and supportive relationships are maintained.
- Adhere to the Charity's policies and procedures and the HR policies set out in the staff handbook relating to staff discipline, contracts, terms of employment, health and safety and equal opportunities.

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- Promote at all times the work and good name of the Charity and in so doing endeavor to ensure that the public are aware of the support needed to maintain and expand the work in caring for all animals in need.
- **HOURS OF WORK**
- 40 hours per week – part time, 32 hours may be considered.
- In order to meet the requirements of the post it may be necessary to work outside these hours from time to time to facilitate the smooth running of the charity. A degree of flexibility is expected from the post holder to meet these needs if required. No overtime will be paid for any extra hours worked however time off in lieu for the extra hours will be available as arranged and agreed with the Head of Operations.

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Person Specification: Finance Manager

Essential Criteria	Recruitment Assessment Area
<p>Minimum 3 year experience, ideally, in running a financial unit within a small business or charity where they have overseen the introduction of new financial processes including stock-taking, audits and risk management.</p> <p>And/or</p> <p>The postholder will preferably be ACCA/CIMA qualified or qualified by experience.</p>	<ul style="list-style-type: none"> • Application • Interview
Ability to work as part of a small team	<ul style="list-style-type: none"> • Application • Interview
Strong sense of responsibility, accuracy and accountability	<ul style="list-style-type: none"> • Application • Interview
Excellent organisational and planning skills	<ul style="list-style-type: none"> • Application • Interview
Ability to work flexibly, pragmatically, autonomously and to deadlines	<ul style="list-style-type: none"> • Application • Interview
An interest in animal welfare desirable	<ul style="list-style-type: none"> • Application • Interview
IT literate especially with Microsoft Word, Excel, Sage and Xero.	<ul style="list-style-type: none"> • Application
Clean UK Driving Licence	<ul style="list-style-type: none"> • Application
Desirable Criteria	
Experience of working with a charity or not for profit organisation	<ul style="list-style-type: none"> • Application • Interview
Experience of working with volunteers	<ul style="list-style-type: none"> • Application • Interview

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To apply for this role, please download an application form from our website at www.oaktreeanimals.org.uk

Please email completed forms to HR@oaktreeanimals.org.uk

All applications should include a covering letter and be returned to Oak Tree Animals' Charity