

J O B D E S C R I P T I O N
FINANCE MANAGER
AGE UK PLYMOUTH

1. SUMMARY

This post is a key role for Age UK Plymouth. You will be an important member of the Senior Management Team contributing to the strategic direction and growth of the charity. You will be an experienced professional ideally having worked within the charitable sector and had experience of managing a team. As Finance Manager your duties will include; overseeing and producing management accounts, taking responsibility for payroll, producing budgets and forecasts, financial planning and analysis, liaising with auditors, making improvements to procedures and controls, and working closely with the Chief Executive Officer and the Senior Management Team.

2. PRINCIPAL RESPONSIBILITIES

- a) Provide and interpret financial information and produce accurate financial reports to specific deadlines
- b) Review financial data and prepare monthly management accounts, and quarterly cash flow forecasts predicting future trends
- c) Work with the Chief Executive Officer, Senior Management Team and Board of Trustees to develop and formulate strategic and long-term business plans
- d) Work with the Chief Executive Officer to prepare the annual budget. Work with colleagues and budget holders to review performance and ensure the Charity is operating efficiently
- e) Manage budgets, prepare and post monthly accruals, prepayments and other accounting entries, and ensure the delivery of day-to-day financial operations such as payroll, invoicing, and other transactions
- f) Produce financial reports for funders, donors, and legacies, to evidence that spending has been in line with any grant requirements and restrictions
- g) Research and report on factors influencing the charity's performance to identify areas for potential growth, improvement and cost reduction opportunities
- h) Develop financial management mechanisms that minimise financial risk
- i) Sit as a member of the Finance, Investment and Audit Committee and take responsibility for the operation and minuting of these bi annual meetings

- j) Lead and manage the production of the audited accounts in collaboration with the charity's auditors in time for presentation to the Board of trustees and Annual General Meeting
 - k) Develop external relationships with appropriate contacts, e.g. auditors, solicitors, bankers and statutory organisations such as HMRC
 - l) Supervise, motivate and lead a staff team and volunteers
 - m) Keep and maintain financial records and systems in accordance with Charity Commission guidelines and requirements, and ensure that necessary returns/accounts are submitted to the relevant authorities on time
 - n) Keep abreast of changes in financial regulations and legislation
 - o) Drive continuous improvement of financial understanding within the wider team
 - p) Stay up to date with technological advances and accounting software (SAGE currently being used)
 - q) Establish and maintain financial policies and procedures for the company
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3. GENERAL

- a) To comply with the Charity's Health and Safety policies and other relevant policies and procedures as contained in the Employees Handbook and as appropriate to the post.
 - b) To assist and take part in the Charity's profile raising and charitable events.
 - c) To undertake any training considered appropriate to the post.
 - d) To undertake such other duties as are reasonably appropriate to the post, and be prepared to formally take responsibility and leadership of other roles within the charity if required.
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4. UNDERTAKING

I understand and accept my responsibilities and the conditions of service for the post of Finance Manager for Age UK Plymouth.

I accept the conditions of service.

Signed _____

Date _____

Name _____

(Please Print)