



## **Finance Manager**

### **Job Description & Person Specification**

**Job title:** Finance Manager

**Reporting to:** CEO

**Hours:** Part-time, 2-3 days per week (flexible, by negotiation)

**Location:** Hybrid. Home-based and at office (Newmarket Road, Cambridge) as required. Occasional travel required across Cambridgeshire.

**Salary:** Up to £45,000 (pro rata) depending upon experience

**Holiday:** 25 days per annum (pro rata) plus concessionary leave during office closure between Christmas and New Year

#### **Purpose of the role**

Reporting to the CEO and working closely with the Head of Development and Operations, Finance & Audit Committee (FAC) and Board of Trustees, we are looking for someone to act as a finance lead across the organisation. You will lead on ensuring that we have an efficient and effective financial function that supports Cambridgeshire Community Foundation and our strategic plan, vision and values.

#### **Responsibilities**

##### **Management information and financial planning**

- Lead the preparation of financial management information, including monthly management accounts, balance sheet, cashflow and annual year-end accounts.
- Act as the finance strategic lead, supporting and advising all areas of the Foundation
- Liaise with and report to the FAC and Board of Trustees on a quarterly basis
- Prepare budgets and financial forecasts
- Assist in the development of the Foundation's wider strategy to ensure the prudent and effective management and deployment of financial resources
- In conjunction with the CEO and FAC, develop and regularly review financial policies, procedures and financial internal controls
- Regularly review and maintain the Sage software to efficiently record and report financial information on funds, operations and departments

## **Monitoring funds' financial processes**

- Support the Grants Team in all fund-related payments and financial accounting
- Coordinate grant disbursements and payment approvals
- Efficiently manage the restricted and unrestricted income streams
- Manage endowment funds' income allocation
- Report fund performance as required
- Support the Donor Development Team in pipeline measurement and reporting
- Coordinate donor development pipeline interaction with financial forecasting
- Oversee payroll and expenses systems

## **Regulatory responsibilities**

- Prepare financial information for the year-end audits; liaise with auditors; prepare and manage audit work
- Lead in the preparation of all relevant regulatory returns to Charities Commission, Companies House, HMRC, financial regulators and other entities as necessary
- Maintain up-to-date knowledge of finance and charity legislation

## **Treasury management**

- Oversee and develop an effective treasury management strategy
- Oversee, check and post all transactions affecting cash balances
- Manage and monitor the safe transfer and receipt of funds
- Manage and reconcile the split between unrestricted and restricted cash flows
- Ensure robust cash flow projections are prepared on a regular basis
- Liaise with the CEO and FAC to effectively develop and manage the investment strategy
- Manage investment managers' endowed fund portfolios and reporting

## **Bookkeeping**

- Process supplier invoices and expense claims to the Sage accounting system
- Issue invoices and record payment receipts
- Produce payment runs on a weekly basis
- Liaise with donors and suppliers regarding account queries
- Manage and maintain the credit card and expense accounts
- Month end reconciliations on all balance sheet accounts
- Month end/year-end journals management

## **General**

- Any other duties commensurate with the nature and level of the post that are required to deliver the job's key responsibilities, respond to changing priorities and ensure that the Foundation's objectives are met
- Lead finance process efficiency improvements, including banking arrangements
- Work within the Foundation's rules, policies, procedures, and any other statutory requirements
- Undertake training as required
- Attend staff and team meetings as required
- Be proactive, bring ideas, suggestions and contribute to continuous improvement
- Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of colleagues, customers and visitors

## **Person specification**

### **Essential skills, qualifications, experience and attributes**

- Experience of working in a finance role at a charity
- Knowledge of legal and financial requirements for charities and community groups
- Experience of Sage accounting
- Proficient in using Excel
- Proficient at analysing information, interpreting data and producing reports
- Excellent organisational and time-management skills. The ability to work under pressure with competing deadlines and priorities is essential.
- Strong attention to detail, with an ability to spot trends and errors, and problem-solve
- Ability to work effectively within a small team, providing support across the organisation
- Commitment to the mission and values of Cambridgeshire Community Foundation
- Self-starter: able to act on own initiative and to organise, plan and prioritise workloads to meet deadlines
- Ability to follow processes when required
- Ability to support strategic development when required
- Excellent communication skills, with an ability to communicate effectively with a range of key stakeholders
- Commitment to continuous improvement
- Commitment to the principles of equal opportunities and respecting diversity
- Commitment to undertaking occasional evening work and travel, including outside of the region

## **Desirable skills, qualifications, experience and attributes**

- ACCA or CIMA qualified
- Experience of using Salesforce and Sage integration
- Access to a car with a clean driving licence
- Strong board reporting and presentation skills