

POST:	Finance Manager
HOURS:	22.5 hours (3 days) or can be flexible over five days
LOCATION:	Office Based, Camphill Blair Drummond
REPORTING TO:	Head of Finance
SALARY:	Senior Manager Scale £39,429 / 10% Employer Pension Contribution

JOB PURPOSE

The Finance Manager is a valued role within a growing and vibrant organisation. As part of a small finance team, the post holder will provide support for future growth, planning and high level reporting to the wider organisation. As the Finance Manager, you will be working with the Head of Finance to support the implementation of Camphill Blair Drummond's long term finance strategy, as well as supporting managing and developing the wider finance team.

Supporting the Camphill Ethos is a key element of the role to ensure that Camphill Blair Drummond maintains its role as a leader in care provision and that the people who live and work in our community can develop in a therapeutic social environment.

MAIN DUTIES

Financial

Strategic Financial Activities in conjunction with the Finance Coordinator to ensure effective and efficient financial compliance and future planning, that will include:

- To provide an effective financial management service to the organisation and to be responsible for all financial transactions for the community.
- Oversee the annual budget setting process, in conjunction with the external Head of Finance and prepare and deliver the annual budget for review to the SLT and Council of Management (COM)
- Create and maintain financial reports for the organisation, ensuring budgets remain in line
- Manage budgets and analyse financial data
- Ensure compliance with financial regulations and standards
- Forecast financial trends and assess risks to inform decision making
- Preparation of financial rolling forecasts
- Oversee the preparation of payroll, ensuring it is processed accurately, efficiently and is fully compliant with rules and regulations
- Delivery of internal finance projects
- Management of capital development project finances
- Oversight of all financial reporting, including Capital and Designated Projects, attending meetings where applicable

- Lead on the review of the annual fee uplifts, including communication with local authorities, and tracking of responses through to confirmation of payment of new rates
- Manage relationships with external parties, such as auditors and banks
- Responsible for reviewing and finalising the monthly Management Report issued to the Strategic Leadership Team (SLT)
- Lead on the monthly Finance Meetings with the SLT and ensure actions are recorded and completed in a timely manner
- Be an active member of the SLT, leading on all finance-related matters arising
- Lead on the production of a longer term (3-5 year) plan, with input from SLT and other areas of the organisation
- Responsible for the review and monitoring of aged debt, ensuring appropriate actions are taken and issues are escalated, where required
- Responsible for compliance with the company Pension scheme rules
- Oversee all internal finance audits to ensure adequate processes and controls are in place to monitor resident's funds
- Review and approve VAT return
- Support with the year-end accounts preparation and audit, including undertaking a full year end review and close of the accounts.
- Prepare and monitor the monthly cash flow forecast
- Undertake analysis and ad hoc reporting to support decision making by the organisation, with support from the wider team
- Lead on the review of insurance policies
- Responsible for the preparation and delivery of the quarterly Board of Trustees (COM) reports
- Banking authoriser and oversight of the banking process
- Coordinate monthly team meetings
- Line management of the Finance Coordinator and Finance Administrator
- Maintain and log the training and development of the finance team to ensure knowledge and skills are up to date.
- Responsible for ensuring all finance policies and procedures are maintained and updated at least annually
- Input on future community projects, e.g. introduction of the Service Level Agreement

KEY RELATIONSHIPS

- Head of Finance
- Chief Executive
- Strategic Leadership Team
- Auditors
- Wider Camphill Community

QUALIFICATIONS

Essential

- Knowledge of financial processes within a working environment
- An Accounting Qualification

Desirable

- Experience of Charity Accounts

EXPERIENCE AND SKILLS

Essential

- At least 5 years finance experience including employee development and performance management
- Experience of Charity SORP
- Strong experience of implementing processes and system change
- A proactive, creative and solution focused mindset
- Experience of a cloud based accounting system
- Competent in the use of Microsoft applications and accounting software
- Ability to prioritise and work to deadlines
- Excellent communication skills, oral and written
- Attention to detail
- Organisational, planning, analytical and critical thinking skills
- Excellent interpersonal skills and ability to deal with people in stressful situations
- Flexible, adaptable and able to work under pressure
- Ability to work on own initiative
- Ability to work as part of a team
- Current driving licence

Desirable

- Experience of working within a charity or third sector organisation within a finance and support role
- Knowledge of Xero Accountancy Package
- Experience of Line Manager Responsibilities

PERSONAL ATTRIBUTES

Essential

- Compassionate & supportive of the aims of a community with particular spiritual beliefs, seeking to serve people with special needs
- Professional attitude
- Articulate & outgoing
- Flexible in approach
- Sensitive & supportive
- Willing to take the initiative with agreed parameters
- Able to absorb new concepts quickly and to adapt to changing circumstances
- Understanding of and willingness to actively support and promote, the Camphill ethos

This job description is open to the review by the community (Camphill Blair Drummond) at any time.

Signed: (Post holder)

Name:

Date: