

Job Description

Job Title: Finance Manager

Reports to: Chief Executive Officer

Standard Hours per week: 36.5

Accountable to: Chief Executive Officer

Job Purpose:

The Finance Manager under the direction of the Chief Executive is responsible for leading the Finance Team and to ensure and maintain the financial viability of St Joseph's Services. St Joseph's Services is responsible for the financial wellbeing of the people we support requiring the Finance Manager to ensure resources are available to the people supported by St Joseph's Services for advice on benefits. The post holder is also responsible for ensuring the development of systems that supports a strategy to continuously review and modernise the organisation.

To develop and provide analytical reports and accounts on all aspects of St Joseph's Services financial activities on a regular basis.

The post holder will be part of the Senior Leadership Team and will be expected to contribute to the overall strategy and contribute to the operations of St Joseph's Services and to ensure the upholding and embedding of Christian Principles and St Joseph's Services Philosophy and Values.

Key Duties:

1. To work at all times within the Vincentian philosophy, values and ethos that are a hallmark of St Joseph's Services and act in ways that create inspirational, healthy and respectful environment for all.
2. To be responsible for the financial management of St Joseph's Services – supporting the Chief Executive by monitoring and maintaining the financial viability of St Joseph's Services by producing budgets, accurate financial forecasts and up to date and regular budget reports.
3. To oversee and ensure the development and implementation of best practice within St Joseph's Services.
4. To keep up to date with research, best practice, local strategies and initiatives in your field of expertise.

5. To contribute to the strategic plan of St Joseph's Services and develop and implement the financial operational plan for the organisation.
6. To work closely with the Chief Executive on identifying new initiatives and acquiring new business for the sustainability of St Joseph's Services.
7. To contribute to the development of tender submissions to Local Authorities as required.
8. To process the Annual Statutory Accounts of the Charitable Company including submission to OSCR and Companies House.
9. To attend and report when required at Board of Trustees meetings, working groups or committees that may be formed to advise the Board on issues relating to financial viability of the Services.

Financial :

1. To ensure there is appropriate financial management and information systems which meet the needs and requirements of :-
 - a. Trustees
 - b. Board of Advisors
 - c. Chief Executive
 - d. Head of Services & Senior Leadership Team
 - e. Services Users Welfare benefits and banking facilities
 - f. Statutory Legislation
 - g. Auditing and accounting
 - h. Financial monitoring and review process's
2. To ensure that financial information is presented in an effective and timely manner to the identified levels of management, to facilitate the efficient use of resources.
3. In association with the Chief Executive and Senior Leadership Team to negotiate with statutory and other funding Agencies, in regard to the funding of the Services.
4. In collaboration with the Chief Executive to explore and develop additional streams of funding e.g. grant applications to meet the financial requirements of St Joseph's Services.
5. To monitor the financial implications of workforce development, quality assurance and person centred planning development programmes.
6. To ensure there is adequate financial management systems including maintenance of financial records, preparation of salaries, payment of accounts and reconciling control accounts
7. To monitor and audit the Service Users ledger and ensure controls are in place to safeguard the money of the people we support.
8. To be fully proficient in the operation of SAGE and in the event of absences to perform the payroll tasks.
9. To prepare, in consultation with the Chief Executive financial targets and budgets for Practice

Development Leaders/Quality Workforce Development Leader/Pastoral Care Team

10. To be responsible for the overall control of the accounting records of both St Joseph's Services and the Ledger for the people we support. In particular the reporting of Old Debts not able to be recovered.
11. To report to the Chief Executive on spending trends for all account headings and surpluses and deficits.
12. To introduce a full and comprehensive budget management system, aligned to the operational plan and to the objectives.
13. To be responsible for building the overall budget for St Joseph's Services collaborating closely with the Chief Executive and advising the Board of Trustees.
14. To provide relevant information to be included in Sage50 accounting system and to conduct regular budget management reviews with relevant managers and staff.
15. To produce monthly Departmental & Consolidated Management Accounts.
16. To provide appropriate budget variance reports.
17. To undertake budget management training as necessary.
18. To ensure to contribute to St Joseph's Services Quality Assurance System.
19. To contribute to the development of Financial Policies and Procedures to provide a sound operational framework for St Joseph's Services.
20. To be responsible for the recruitment, development, growth, learning and succession planning of the members of staff directly managed by the Finance Manager.
21. To liaise and actively engage with colleagues in other parts of St Joseph's Services to ensure comprehensive services are achieved for the people who use the Services.
22. To liaise and engage actively with colleagues in other organisations, developing partnerships and networks that support St Joseph's Services.
23. To liaise, build and maintain relationships with Local Authority Finance Teams.
24. To Contribute to St Joseph's Services marketing and public relations.
25. To immediately highlight and report any financial shortfalls or concerns to Chief Executive.

Management & Support :

1. To ensure all staff within sphere of responsibility receive support and guidance, through an appropriate management structure, training and staff development, personal supervision, annual performance reviews and team meetings.

2. To ensure there is an effective system of communication, within the Finance Department and Services/Depts on financial matters.
3. To act as the liaison point for financial IT aspects, issues, upgrades.

Financial Welfare Support

1. To monitor the constantly changing environment for people with a learning disability and ensure compliance with requirements of the law and statutory responsibilities and governance of St Joseph’s Services.

Other

1. To undertake any other reasonable additional duty as required by the Chief Executive.

Persons Specification

<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Accountancy Qualification • An ability to demonstrate the core values of St Joseph’s Services • Ability to lead and manage a small team of staff • Able to work as part of a team • Organisational skills with an ability to prioritise and meet deadlines • Maintain confidentiality • Honesty and reliability • Interested, motivated and committed • Non-discriminatory and respect for cultural and religious heritage of all people • Knowledge of computerised accounting systems – especially SAGE • Ability to understand finance instructions • Competent IT skills • Ability to educate and upskill others • Ability to build and maintain relationships with stakeholders • Commitment to meeting the needs of people with a learning disability in a person centred way 	<p><u>Desirable:</u></p> <ul style="list-style-type: none"> • An open and consultative management style • Commitment to working within an environment which promotes compliance with legislation, good practice and has a regard for the Health, Safety and well-being of others • Commitment to and track record in developing and implementing diversity and equality • Commitment to collaborative ways of working • Commitment to staff training and workforce development • Knowledge and understanding of income generation including grant applications and fundraising • Understanding of good governance with the ability to work effectively and in consultation with the Board of Trustees
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This Job Description may be subject to review in response to Local and National Strategies.