

Job Description

Job Title	Finance Manager
Job Purpose	To provide comprehensive financial recording, monitoring and planning to meet reporting requirements. To develop and maintain the charity's finance, management accounting and budgeting systems, to produce monthly management accounts and prepare annual financial information for Audit. To be part of the Charity's Senior Management Team contributing to organisational monitoring and scrutiny as directed by CEO.
Line Manager	Chief Executive Officer
Working with	CEO, SMT, Board of Trustees, Finance Administrators & other Age UK South Cumbria staff members & volunteers.
Responsible for	The completion and accuracy of the charity's accounting functions.
Hours and Salary	35 hours per week Salary: £39,780 - £43,625
Location	Age UK South Cumbria, 17 Finkle Street, Kendal, LA9 4AB

The post holder's main responsibilities will include:

- Responsible for the charity's accounting functions. This includes the maintenance of the Sage accounts system, ensuring all inputs and ledgers are kept up to date, accurate and reconciled to the EPOS system and bank statements.
- Manage and provide training support to the Finance Administrators. Provide support and advice as required for other staff, to ensure adherence to the charity's financial procedures and improve operational efficiency.
- Ensure all invoices and expense claims received are correctly allocated, authorised and paid when due.
- Timely completion and submission of quarterly VAT returns.
- Generate invoices as necessary for Retail sales and grant funding, allocating to the correct nominals and departments.
- Ensure regular and accurate completion of Gift Aid claims.
- Calculate and enter the values for Accruals and Prepayments information into Sage.

- Maintain a Legacy register, recording any amounts received or outstanding, estimate the value of residual legacies and enter into Sage at the appropriate time. Liaise with solicitors to keep up to date with progress and report to Auditors at year end.
- Liaise with the company who manages Age UK South Cumbria's investments. Track the movement of values and provide regular reports of these to the CEO & Board of Trustees.
- Provide the CEO & Board of Trustees with monthly management accounts and short-term cashflow forecast, with variance commentary.
- Provide the CEO & Head of Retail with monthly sales figures for the retail estate.
- Operate the payroll and pension system to ensure the payroll process is accurate and timely. Be the main contact for the charity's pension provider and HMRC.
- Maintain the Fixed Asset register.
- Provide financial information to the CEO and DCEO as necessary to support fundraising applications.
- Provide advice and support to budget holders with their budget planning. Prepare an annual organisational budget and present this to the Board of Trustees for approval.
- Provide preparatory support to the charity's auditors to ensure timely completion of the charity's year end accounts and audit procedures.
- File annual confirmation statements and update Trustee information as necessary with Companies House and the Charity Commission.
- Ensure effective filing of accounting records, confidential storage of payroll records, retention of historical data and subsequent destruction of documents which no longer need to be kept.
- To sit as a member of the SMT, contributing positively towards the aims and objectives of the charity, including the review and amendments to policies and procedures as directed by the CEO.

This job description is not exhaustive, the post-holder may be asked to carry out additional duties from time-to-time. Any significant or longer-term changes may be added following consultation with the post-holder.