

The Sheffield Royal Society for the Blind

Job Description – Finance Manager

Hours: 25 hours per week, ideally 5 hours per day, Monday to Friday but consideration will be given to alternative working times for the right candidate. Additional hours may be required from time to time.

Salary: Negotiable, subject to relevant skills and experience.

General Information:

Reporting to the General Manager, this role is to manage the finance department of the charity. However, at the same time it is very much a hands-on role involving basic book keeping, data entry etc., with the support of a full time Finance Officer.

Duties & Responsibilities:

Generally to support the General Manager in the administration of the Society's affairs and to take charge of the Finance Department, becoming an integral member of the management team. This role includes the Line Management of the Finance Officer.

Specific duties and responsibilities will include: -

1. Management of the Finance Department including Purchase, Sales and Nominal Ledgers as well as Payroll.
2. Managing the cash handling, recording and banking procedures.
3. Management of Gift Aid declarations/donations and submitting quarterly refund claims to HMRC.
4. Management of the fleet of motor vehicles including ensuring they are maintained, MOT'd and taxed when required and completion of Bus Service Operators Grant forms.
5. Preparation of monthly reconciliations including the Society's Investment Portfolio and Asset Register for the General Manager
6. Preparation of quarterly Management Accounts for the Board of Trustees and monitoring of internal controls.
7. Preparation of annual financial statements, together with supporting schedules, liaising with the External Auditors and managing the annual audit process.
8. Filing of Annual Returns and other associated company secretarial duties for both Companies House and the Charity Commission.

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9. Ensuring ongoing compliance with various legislation including Companies Act, Charities Act etc.
10. Administration of Company Pension Schemes and Medical Insurance Scheme.
11. Administration of general insurance matters.
12. Liaising with all departments within the charity, including RSS and Cairn Home, providing support to the existing management and staff team.
13. Attending board meetings, taking minutes of the meeting and distributing the minutes.
14. Other ad hoc tasks as may be required from time to time.

The list of specific duties and responsibilities is not exhaustive and a suitable candidate must be able to work flexibly assuming many different roles and responsibilities.

Person Specification:

Skills/Attributes	Essential	Desirable
Experience in a Management Role	✓	
Experience in financial management and preparation of management accounts, annual audited financial statements, liaising with auditors etc	✓	
Experience and understanding of the Charity SORP and FRS102		✓
Proficient in IT with a good working knowledge of Microsoft Word and Excel	✓	
Experience with computerised accounts and payroll software	✓	
Experience with Quickbooks accounting software and Brightpay payroll software		✓
Experience generally with Company Secretarial type duties and Office Administration	✓	
Experience in staff line management	✓	
Ability to work as part of a team and under own initiative	✓	
Previous working experience in the voluntary sector		✓

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All Staff are required to:

Understand and comply with all relevant legislation and SRSB's policies and procedures, including data protection, safeguarding and health & safety. Confidentiality of information relating to clients, volunteers and staff is of paramount importance.

To bring to the attention of the General Manager any serious problems or areas of concern

Work as part of a team for the benefit of our clients. Staff are expected to be conscientious, adaptable and flexible in their duties.

Actively promote the work of SRSB/RSS as an independent charity for the provision of help, support and provision of services in various forms for the benefit of our clients.

Undertake appropriate training as and when required, some of which will be Health & Safety related and some of which will be skills related.

Benefits:

Life Assurance

All staff are covered under a life assurance policy for twice their annual salary. However, please note that this is not a contractual obligation and whilst we have no intention of removing this benefit the Charity in its sole and absolute discretion reserves the right to discontinue, vary or amend the scheme (including the level of your cover) at any time on reasonable notice to you.

Holidays

Full Time Equivalent is 23 days per annum plus 9 days statutory/customary holidays. 3 days must be reserved for the Christmas/New Year shutdown. Additional holiday entitlement starts to accrue after 3 years' service. Our holiday year is 1st January to 31st December, holiday entitlement accruing pro-rata throughout the year.