

## **Brentry and Henbury Children's Centre October 2016**

**Job Title:** Finance Manager

**Job Purpose:**

To maintain the finance function of BHCC prudently such that this underpins the organisation delivering and developing high quality, sustainable and effective services.

**Salary:** £ 26,469 – 28,297 pro rata (£12,110.69 - £12,947.08 actual)

**Contract:** Permanent

**Location:** Brentry and Henbury Court Children's Centres, Bristol

**Reports to:** Business Support Team Manager

**Hours:** 20 hours (evening and weekend work as appropriate)

40 weeks - Term time only plus 2 weeks

(1 week inset days and 1 week during the Summer Holidays)

**Annual leave:** Allocation of 6.6 weeks paid leave (pro-rata)

**Key responsibilities of the role include:**

Managing budgets, monitoring and reporting on the financial situation of the organisation including the production and analysis of the monthly Management Accounts.

Leading on income generation to ensure the organisation takes up all possible options to develop services cost effectively.

Overseeing the production, analysis and accessibility of financial data for use by internal and external partners.

**Duties and responsibilities include, but are not confined to the following:**

To prepare the year end accounts and records for independent examination, assist the external accountant with the completion of the financial statements, and complete the annual returns for Companies House and the Charity Commission.

Working with the Business Support Team Manager (BSTM), to ensure they have current knowledge and understanding of the budget.

To support the development and compilation of the annual budget, monthly management accounts and forecasts in collaboration with the BSTM and Centre Director.

Monitor, evaluate and interpret financial performance as compared to budgets and latest forecasts, including providing information and updates to Centre budget holders and BSTM.

Ensure that income and expenditure are properly managed and accounted for in accordance with accounting rules and applicable regulations.

Debt management including management of repayment plans

Responsible for monitoring of and ensuring compliance with all financial controls ensuring all risks are mitigated, as far as is possible.

Support on identifying and generating income, enabling the organisation to further enhance key service provision e.g. applications for grants, capitalising on all income streams, income from building hire, all income due received.

Maintain a focus and lead on ensuring cost-effectiveness obtaining value for money on the purchase of goods and services.

Completion of all financial reporting to external organisations as required.

To maintain, and amend where necessary, financial procedures and administrative systems to ensure accurate capture of financial information as required.

To process claims for Gift Aid

To undertake additional duties and responsibilities as required, commensurate with the role.

## **Individual Specification.**

### **Key attributes**

- Exemplary professional standards, sound business judgement and clear decision making based on thorough analysis and attention to detail.
- Willingness to take responsibility whilst working in a collaborative and diplomatic manner with colleagues, the wider team and partners.
- Excellent communication and presentation skills both orally and in the written word.
- Strong organisational skills teamed with flexibility and a pragmatic approach to problem solving.
- Highly motivated, persistent and innovative in responding to challenges in a constantly changing financial environment.
- Committed to delivering a high quality services for local families

### **Experience and skills**

#### **Essential**

- Experience of maintaining the entire accounting function of a business using SAGE accounting software.
- Demonstrable experience and competence of operating Excel software
- Experience in production of monthly management accounts and annual budgets.
- Experience in managing a significant budget and use of financial management systems.
- Knowledge of relevant accounting rules.
- Proven experience in presenting concise clear financial reports and robust business proposals.
- An ability to prioritise work, manage time and ensure targets and deadlines are met.
- Evidence of a working knowledge of the Data Protection regulations and their application in the work place.

#### **Desirable**

- Experience of working in the public sector or voluntary organisations.
- Knowledge of government legislation related to Children's Centre Services including Ofsted guidance and requirements.
- An understanding of the workings and responsibilities of a board of trustees and voluntary organisation
- Evidence of a commitment to continuing professional development, research and best practice.
- An interest in and commitment to the values of building community cohesion to increase networks of support.
- Experience in delivering training
- Experience of funding application writing

## **Educational requirements**

### **Essential**

- AAT Qualification, part-qualified ACCA, ACA or CIMA, or equivalent

### **Desirable**

- Evidence of relevant Post Graduate Study
- Evidence of Professional Development

### **Additional requirements**

- This role will cover multiple locations and the need may arise for some travel as part of the role.

### **General**

- So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in BHCC policies.
- Work in compliance with the Codes of Conduct and Regulations outlined in BHCC Employee Handbook and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation/expectations.

## **Application information**

Completed application forms must be received by: 9am Monday 14<sup>th</sup> November 2016

Email documents to: [admin@bhchildrenscentre.org.uk](mailto:admin@bhchildrenscentre.org.uk)

Interviews to take place: week commencing 21<sup>st</sup> November 2016.

Ideal Start date: As soon as possible

BHCC is an equal opportunities employer. We welcome applications from people of all backgrounds including ex-offenders. We can only accept applications from candidates who have the right to work in the UK.

## **Completing your application**

Candidates are asked to complete all the standard information required on the application form, addressing all of the criteria identified at application stage.

## **Visits**

Visits to our Centres is encouraged and are available by contacting  
For an informal discussion about the post please contact

## **Selection procedure**

The selection will be by a panel of Trustees, Business Support Team Manager and Centre Director. Candidates will be notified immediately after shortlisting has taken place.

The selection process will take place on 14<sup>th</sup> November 2016. Shortlisted candidates will be given more details.

## **References**

Two references will be required in all cases, both being professional and one being from your current employer. In accordance with Safer Recruitment references will be requested immediately after shortlisting. The offer of employment will be subject to BHCC receiving two satisfactory professional references, an enhanced DBS check and the completion of a pre-employment medical questionnaire.