



## **Job Description – Finance Manager**

**July 2019**

### **Aim of the role**

To ensure that the income & expenditure and finances of the charity are managed efficiently and effectively, and in line with the Charity SORP (statement of recommended practice).

### **Key responsibilities**

#### **Management reporting**

- Maintain proper and adequate accounting records of the charity's financial activities on SAGE and e-tapestry.
- Prepare monthly management figures with supporting paperwork and any relevant notes for review by the CEO.
- Prepare management accounts including variance analysis and annual forecasts.
- Work with CEO to prepare annual budget

#### **Controls and procedures**

- Following established procedures and policies and, with the guidance of the CEO, improving systems and controls surrounding all aspects of the charity's financial management including establishing a way to ensure e-tapestry and SAGE are working in tandem to avoid duplication.
- Day to day financial management, including invoice and receipt issuance, maintaining Gift Aid records, managing banking/ payments , maintenance of SAGE/ e-tapestry postings and journal entries as appropriate, overseeing salary and HMRC payments and records.
- Implement and uphold financial procedures amongst the team
- Weekly cashflow reporting to Chief Executive
- Monitoring and reconciling all receipts and payments into company bank accounts, processing credit card payments and accepting payments from Just Giving and Virgin Money Giving and other platforms.
- Collating and posting all staff expenses into SAGE and making expense payments to staff

#### **Support for non-finance staff**

- Providing financial support to fundraisers and other team members.
- Prepare separate reconciliations for all fundraising events.
- Attend SAS fundraising events as required to take payments
- Set up and manage necessary controls for income received at specific events.
- Maintain records and reconcile restricted grants and donations against grants made to the relevant projects.
- Deliver weekly income reports to CEO, co-founders and fundraising team in an accurate and timely fashion

#### **Other**

- Liaising with auditors throughout the year end accounts process to prepare necessary reports and analysis of SAGE entries
- Keeping a log of all gifts in kind given throughout the year
- Provide financial information for funding applications
- Point of contact for insurance and supplier queries
- Setting up, managing and ordering from online accounts including Amazon, Ebay and Paypal

- Setting up and maintaining online giving platforms including Benevity etc
- Attend meetings and family and fundraising events as and when required, which may be outside of regular working hours.

9.30 – 5pm

4 days per week (Mon – Thurs ideally)

Based at Spread a Smile HQ in London NW1.