Job Description

Job Title	Finance Manager
Contract	Permanent
Hours	22 hours per week (pattern to be agreed)
Salary	£47,068.13 FTE (Pro rata)
Location	Hertford (50% office based)
Reporting to	Operations Manager
Direct Reports	Finance Officer

What is important to us?

We support and work with carers who live in Hertfordshire, or who care for someone who lives in this county, irrespective of the condition or illness of the person they support.

We believe that carers should be recognised and valued for what they do. The information and support they need must be readily available and they should be able to have time for themselves and a life of their own.

The Role

The Finance Manager is responsible for overseeing the financial management, reporting, and statutory compliance of the charity.

Working closely with the Operations Manager, senior leadership team, service managers and trustees, the role involves maintaining robust financial controls, high-quality financial reporting, and effective budgeting across the organisation.

The postholder will lead the production of the charity's accounts, oversee monthly management accounts prepared by the Finance Officer, support service delivery and fundraising activity through strong financial planning, and act as the key liaison with external auditors.

Key Responsibilities

Financial Management & Reporting

- Lead all stages of the production of the charity's accounts, including year-end statutory accounts and monthly management accounts.
- Oversee and quality-assure monthly management accounts prepared by the Finance Officer, providing analysis and narrative for senior managers and trustees.
- Ensure accurate financial forecasting, cashflow management and monitoring of income and expenditure across all services.
- Maintain and further develop strong financial controls, systems and procedures, in line with charity law and best practice in charity accounting.
- Lead the management of the charity's investments and deposits.

Budgeting & Financial Planning

- Work collaboratively with managers and the senior leadership team to produce the annual organisational budget.
- Support service managers and the fundraising team to develop robust budgets for funding bids, tenders and contracts.
- Monitor restricted and unrestricted funding, ensuring accurate financial reporting on how funds are spent and compliance with funder requirements.
- Produce timely financial reports for internal use and external stakeholders as required.

Audit, Compliance & Governance

- Act as the main point of contact for external auditors, preparing audit files and coordinating the audit process.
- Ensure compliance with UK charity law, the Charities SORP, and relevant financial regulations.
- Prepare clear and accessible financial papers and reports for the Board and other committees of Trustees, supporting informed governance and decision-making.
- Respond to trustees' financial queries and contribute to Board and other committee discussions as required.
- Provide or procure specific support around a range of relevant issues including VAT and gift aid.

People Management & Collaboration

- Line manage and support the Finance Officer, ensuring effective delivery of day-to-day financial processes.
- Build strong, constructive relationships with service managers and senior colleagues to ensure high-quality financial decisions are taken.
- Contribute to organisational planning and continuous improvement, promoting a positive, supportive and values-driven working culture.
- Assist fundraising with accurate and timely advice and support

Other

- Train budget holders to increase their understanding of budgets and finance with a view to improving financial accountability in the charity
- Premises
- Insurance
- Support with GDPR compliance

We also use the services of an external accountant to ensure a high level of robustness in our financial information.

Please note: This Job Description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the charity.

Person Specification

Skills, experience and attributes

- Fully qualified accountant (e.g. ACA, ACCA, CIMA, CIPFA or equivalent) or substantial experience at a strategic level of financial management and governance.
- Significant experience of working in a UK charity finance role, including preparation of statutory accounts under the Charities SORP.
- Strong understanding of UK charity law, financial governance, and best practice in charity accounting.
- Experience of leading all stages of the production of charity accounts, from transactional oversight through to statutory accounts and audit.
- Proven experience of managing or supervising finance staff, including supporting development and quality-assuring outputs.
- Experience of producing and overseeing monthly management accounts and providing clear analysis and commentary for senior management.
- A proactive approach to providing high-quality financial management
- Demonstrable experience of working collaboratively with service managers and senior leaders to develop budgets, monitor performance and support decision-making.
- Experience of supporting fundraising bids, tenders and contracts, including budget development and financial reporting to funders on how funds are spent.
- An understanding of a public benefit entity
- Experience of working with external auditors and coordinating audit processes.
- Experience of reporting to and working with a Board of Trustees, including preparing clear financial papers for non-finance audiences and responding to trustee queries, providing training where necessary.
- Strong analytical skills with excellent attention to detail and a high level of accuracy.
- Ability to explain complex financial information clearly, confidently and supportively to colleagues with varying levels of financial knowledge.

- Experience of working within a multi-service and/or mixed-funding charity environment.
- Knowledge of charity finance systems and experience of improving or developing financial processes and controls.

Personal Attributes

- Collaborative, approachable and able to build strong working relationships across teams and seniority levels.
- Organised, reliable and able to manage competing priorities and deadlines.
- Values-led and motivated by the mission and ethos of Carers in Hertfordshire, with a commitment to supporting unpaid carers.

Equalities

Carers in Hertfordshire is a flexible employer, committed to openness and equality of opportunity in every activity, from the way we recruit and promote employees to the way we deliver our services. It is a core responsibility of members, employees, and volunteers of the charity to ensure that every individual we come into contact with is treated with dignity and respect. We want our organisation to reflect the diversity of the population we serve, and we welcome applications from people from all backgrounds.

Mission Statement

Carers in Hertfordshire is concerned first and foremost to support the carer, whatever the caring circumstances or the condition of the person receiving care. We aim to ensure that all carers in Hertfordshire are recognised and valued; are informed and supported in their caring role; have an opportunity for a life outside caring; can exercise a collective voice; and can be involved in consultation and planning to ensure high-quality support services for themselves and the people they care for.

Health and Safety

The post holder is expected while at work, to take reasonable care for the Health and Safety of themselves and other colleagues who may be affected by their acts or omissions at work.