



## Job Description

### Finance Manager

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| Job Title:      | Finance Manager  |
| Salary:         | £29,129 FTE annual salary (£17,713 actual salary)  |
| Hours:          | 22.5 hours per week  |
| Employer:       | Carlisle Eden Mind   |
| Contract:       | Permanent  |
| Accountable to: | Chief Operating Officer  |
| Office Base:    | Carlisle Eden Mind, 27 Spencer Street, Carlisle CA1 1BE<br>(home working will be considered) |

#### Main Job Purpose

The Finance Manager has responsibility for the efficient, accurate management of the finances of Carlisle Eden Mind (CE Mind) and all systems and processes related to the achievement of that requirement.

This will include but not be limited to the maintenance and development of all systems – physical and digital – and policies and procedures which are used within the finance area of the organisation.

The Finance Manager will also contribute to the strategic and operational planning in the organisation, working with other managers via Operational Management Team meetings, including providing options analysis and preparing reports.

#### Key tasks

- The post holder will ensure that all systems for financial management operate effectively to meet requirements of statutory framework, regulations, and legal stipulations. This will include effective preparation and providing close and detailed support to the Independent Reviewer contracted by CE Mind in the performance of their statutory functions.
- The post holder will report directly to the Finance Sub Committee of the Board of Trustees (the Board) presenting accurate, clear management account information to enable the Board to fulfil their strategic and statutory responsibilities for oversight of all financial matters.
- The post holder will work closely with Chief Operating Officer and other managers to prepare draft Annual budget for amendment and approval by the Board and will have operational oversight of that budget throughout the year, proposing and considering amendments as necessary.

- The post holder will manage and supervise the work of the Finance Officer to ensure that all day-to-day finance tasks are completed accurately and in furtherance of the processes and policies applying to the Finance functions of the organisation.
- The post holder will have overall responsibility for managing day to day relationships with our external Payroll service provider, supplier of banking services and other key partners in delivering a range of finance related functions for the organisation.
- The post holder will be responsible for ensuring that the software system used to manage financial records of the organisation (currently QuickBooks) is accurately maintained and updated at all times.

### **Key Objectives**

- The post holder will ensure that all management accounting reports are prepared each month in accordance with requirements of management and the Board and to deadlines agreed in advance with postholder.
- The post holder will ensure effective working relationships with third parties working with CE Mind in relation to finances. This includes but is not limited to the Independent Reviewer, Payroll provider, our identified Bankers and others.
- The post holder will ensure that all financial activities including monitoring of budget, preparation of reports and providing advice to senior managers and the Board takes place in accordance with framework of guidance and advice provided by Charity Commission, Companies House and other relevant bodies.
- The post holder will ensure that all payroll transactions are recorded accurately and processed in accordance with information supplied to our payroll provider in a timely and accurate manner.
- The postholder will ensure that that invoices for suppliers are paid in a timely manner and that that all income owed to CE Mind in context of services provided to others is recovered promptly and in accordance with our policies.
- The postholder will ensure that our financial software systems are securely maintained, up to date and provide an accurate picture of all financial matters at all times.

## Person Specification

Our application form asks you to demonstrate how you meet the following criteria. The information you provide there is an important part of how we assess application forms.

We would strongly advise that within the relevant section of the application form you list each person specification point below followed by examples of relevant skills, experience and knowledge that demonstrate how you meet it, including transferable skills that you feel are relevant.

The more examples provided the better we can assess your application.

1. Experience of working on all aspects of finance including the utilisation of software packages for managing all finance related tasks.
2. Experience of extracting, collating and providing management accounts information to a range of audiences in an accessible format.
3. Experience and/or detailed understanding of Charity Law as it relates to finances and in addition those aspects of company law that apply to an organisation that is also a charity.
4. Experience of managing, motivating, and supporting staff members.
5. The ability to communicate effectively with a wide range of stakeholders internally and externally.
6. Demonstrated ability to be organised, show effective time management and prioritise work.
7. Ability to work as part of a wider team of colleagues.
8. Evidence of the ability to work calmly and effectively when under pressure.
9. An understanding of the issues faced by people experiencing mental health problems displaying empathy and a commitment to person centred approaches to support and recovery.
10. The ability to use a range of office-based software packages and IT systems.
11. There are no specific educational qualifications required but evidence of relevant training and professional development relevant to the role is desirable.