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**Job Description**

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| **Job title:** | **Finance and Operations Manager** |
| **Location:** | Office based in Sudbury |
| **Duration:** | 1 Year initially |
| **Salary:** | £40k |
| **Hours of work:** | 35 hours (Monday to Friday, 9am – 5pm) with some occasional out of hours duties. |
| **Reports to:** | Chief Executive Officer |
| **Responsible for:** | None. This may change in the future |
| **Job Description last reviewed:** | 28th March 2024 |

**1. CONTEXT AND PURPOSE OF JOB:**

* 1. To oversee the preparation, development and analysis of management accounting information, ensure compliance with legal requirements and accounting standards, and provide financial evidence to support the charity in the efficient use of financial resources.
  2. The Finance and Operations Manager will play a key role in ensuring he smooth and efficient running of the charity’s functions and to be responsible on a day to day basis for the Finances and operational management of the IT, communications and HR contracts as well as other overarching functions. The role, allied to the Business and Income Manager, will bring all the strands of Hourglass, as a business and charity, together and work with the Executive team in ensuring compliance and resilience with a strong eye on risk, detail and assurance
  3. To work with the Executive Team to oversee the preparation of the annual budgets and statutory accounts and act as finance liaison for budget holders across the charity.
  4. As a member of the Fortnightly Operational Group, to build a resilient Hourglass, contribute to developing the charity’s services and to ensure good internal governance, monitoring and evaluation of our key contracts and the core operations of the charity.

**2. KEY RESPONSIBILITIES:**

**FINANCE**

2.1 Take lead responsibility for Hourglass’ financial policies, systems and procedures and ensure all charity services are carried out in an efficient, cost- effective way.

2.2 Produce timely and accurate financial management information, providing reports to the Board of Trustees in an agreed format.

2.3 Set and monitor annual budgets for income and expenditure for each programme in conjunction with the Executive Team members.

2.4 Ensure that accurate financial data is available for grant applications and grant funding reports working with the Business and Income Manager.

2. 5 Oversee the production of the annual statutory accounts and be the key contact for the audit.

2.6 Attend the Finance Audit and Risk sub-committee (FAR) providing information as requested.

2.7 Develop and maintain the Hourglass financial risk register and work with other members of the Hourglass team to ensure that they take responsibility for the finance risks assigned to them.

2.8 Oversee and work with third party management accountant to produce timely and accurate financial management information. providing reports to the Board of Trustees (via the CEO) in the agreed format.

2.9 Produce monthly financial reports to include balance sheets, whole charity income and expenditure accounts and departmental reports and monitor and report on cashflow.

2.10 Ensure that all invoices, banking, expenses and bills are paid and that all relevant balance sheet accounts are reconciled monthly**.**

2.11 Ensure that the grant management systems work alongside the financial management systems (QB), the CRM, Information Management protocols and are able to be communicated to all stakeholders – both internally and externally.

**2.2 GOVERNANCE**

2.2.1 Facilitate the smooth operation of the charity’s (company) formal decision making and reporting requirements.

2.2.2 Work with the Chief Executive/DCEO to organise board, board sub-committee meetings and annual general meeting; formulating meeting agendas and advising management on content and organisation of memoranda or presentations for the meeting; ensuring that all meetings are minuted and that the minute books are maintained with certified copies of the minutes and that all board committees are properly constituted and provided with clear terms of reference.

2.2.3 Ensuring that the company complies with its Memorandum and Articles of

Association and, drafting and incorporating amendments in accordance with correct procedures and filing information with the Registrar of Companies to report certain changes regarding the company or to comply with requirements for periodic filing.

2.2.4 Continually reviewing developments in corporate governance; facilitating the proper induction of directors into their role; advising and assisting the directors with respect to their duties and responsibilities, in particular compliance with company and charitable law.

2.2.6 Oversee the production of the annual statutory accounts and be the key contact for the audit. Working with the auditor and Treasurer to agree a realistic timetable for production of the annual statutory accounts. Monitor progress against the timetable throughout the process to ensure timescales are met.

2.2.7 In conjunction with the Treasurer, set a timetable for FAR meetings that fits in with the main board meetings and enables management information to be provided in sufficient time for review ahead of meetings.

**3 OPERATIONS:**

* 1. To develop and implement operational business processes, procedures and reporting, including overseeing the deployment and management of critical business systems.
  2. Ensure that all of our contracts with external providers are reviewed regularly.
  3. To ensure the charity’s processes and systems remain legally compliant.
  4. With reference to external HR advice, maintain up to date and legally compliant contracts, the core elements of the employee handbook and policies in accordance with good practice and Hourglass policy.
  5. Be the main point of contact for the pensions scheme working with any external providers, disseminating information on the scheme to staff members and working with the Executive on proposed changes and amendments.
  6. Ensure the payroll system is efficient and fit for purpose and that it produces accurate information, making recommendations for changes if necessary and working with the external payroll provider to ensure it is produced on a timely basis and that reporting and payment deadlines are met.
  7. Manage training needs across the charity – working with the relevant Team Leaders, Managers and Executive to keep records and coordinate arrangements.
  8. To support the CEO and other managers with internal governance issues across the charity.
  9. Work with all managers and Executive in ensuring all HR matters are completed appropriately – and that the individual Exec members and line managers have recorded this detail on the HR management system (currently Breathe).
  10. Establishing and administering the registered office; attending to the receipt, co-ordination and distribution of official correspondence received by the company, sent to its registered office; ensuring the provision of facilities for the public inspection of company documents.

4. **GENERAL**

* Travel throughout England and Wales (and occasionally across the UK) as required
* Regularly liaise with other Hourglass staff and volunteers throughout the UK
* Complete any other duties which may be required, commensurate with the level of this post.
* Take part in ongoing 1-2-1s and appraisal systems and any required or identified training and development.
* Ensure all staff receive regular support and supervision, providing appropriate advice and guidance in accordance with good practice and Hourglass policy.
* Work unsocial hours on occasions and be flexible with working pattern as and when required

1. deputise for other staff as required
2. work with all communities across the UK
3. complete any other duties which may be required, commensurate with the level of this post.

* The postholder must maintain confidentiality and observe requirements of the Data Protection Act.
* The post holder must at all times carry out their responsibilities with due regard to Equality legislation and the charity’s Equality, Diversity and Inclusion Policy.
* The post holder is required to be familiar with Health and Safety legislation

and the Hourglass Health and Safety Policy and be aware of and observe any part of the policy related specifically to the duties and responsibilities of the post.

* The duties and responsibilities highlighted in this job description may vary over time.
* Postholders are expected to undertake other duties and responsibilities relevant to the nature, scope and grading of the post.

**PERSON SPECIFICATION:**

**ESSENTIAL CRITERIA:**

1. Accountancy qualification (ACA, ACCA, CIMA or similar) or working towards this qualification.
2. Be committed to, and have evidence of, ongoing professional development as required by the membership of a professional body
3. Highly analytical with strong financial budgeting and forecasting skills.
4. Significant experience with preparation of monthly management accounts and variance analysis
5. Experience of working with a CEO and Treasurer (or cross-transferable exp.)
6. Good working knowledge of QuickBooks accounting and Microsoft Office, with the ability to use technology to improve processes and reporting.
7. Line management experience (long term requirement).
8. Up-to-date knowledge of regulatory environment for charities
9. Experience in producing, monitoring and reporting on grant budgets in compliance with donor requirements
10. A strategic thinker with the ability to multi-task and work to tight deadlines.
11. Influencing and persuading skills
12. An effective manager with energy that can work with external stakeholders, donors/partners, staff, supporters and volunteers
13. A problem solver with experience of delivering with very limited resources.
14. Experience in the development of financial processes
15. Demonstrable ability to communicate well, both written and oral, complex financial issues to non-financial managers, senior managers and external organisation’s
16. Ability to work collaboratively to reach a common goal.
17. Ability to provide professional leadership to colleagues.

**DESIRABLE CRITERIA:**

1. Understanding of the third sector, social care, social work and/or adult protection, or community development
2. Experience of working to deliver project plans and management strategies
3. Experience of delivering presentations and/or training
4. Understanding of issues affecting older people
5. Access to own vehicle