



## **Job Description Finance Manager Home-Start South Warwickshire**

**Job Title:** Finance Manager

**Employer:** Home-Start South Warwickshire, St Peters Church Centre, Church Street, Wellesbourne, Warwick CV35 9LS

**Hours of work:** 12 hours a week (0.32 FTE), can be flexible with working patterns. Possibility of home-working, although there would be an expectation of fulfilling some hours at the office in Wellesbourne

**Responsible to:** Charity Operations Manager, Home-Start South Warwickshire

**Salary:** £26,845 pro rata

**Contract length:** Permanent subject to funding

### **Purpose of the role**

To support the Charity Operations Manager and Treasurer in all aspects of accounting and financial management. You will be responsible for ensuring the accuracy of financial reporting and providing strategic financial guidance to support the charity's aims and vision.

### **Main responsibilities**

- Overall management of our financial platform Xero to ensure it accurately reflects our financial position at any given point in time
- Liaising with our payroll provider to ensure salaries are accurate and our HMRC and pension responsibilities are fully met and on time
- Processing and approving volunteer, staff and trustee expenses within agreed timescales and issuing invoices when required
- Reconciling all bank accounts and restricted funds on a monthly basis, making sure records are accurate and all supporting receipts and invoices are held for audit purposes
- Preparing monthly management accounts and appropriate forecasts for the board of trustees

- Supporting preparation of year end accounts in conjunction with our appointed accountants
- In liaison with the Charity Operations Manager preparing annual expenditure budgets that support achievement of strategic goals and delivery plans
- Preparing financial budgets and forecasts for grant applications
- Acting as signatory on charity bank account and updating the signing mandate with the bank when changes are made to the trustee board or senior management team
- Updating the Charity Commission website as and when changes to the trustee board/senior management team are made
- Ensuring financial compliance and best practice in accordance with current accounting standards and procedures
- Acting as a point of contact for financial issues, dealing and responding effectively to queries

The Home-Start Finance Manager is expected to work within the ethos of Home-Start and have high standards of practice. The need to respect confidentiality is paramount, as is a mature and flexible approach to the work.

The post holder may be required to undertake any other duties as required, which are consistent with the grade and nature of the post.

**Closing date Friday 6th December 2024**

*This job description is current as at November 2024*