**Financial Services Manager**

**Job Description**

**Job Title:** Financial Services Manager

**Responsible to:** Chief Executive

**Accountable to:** Chief Executive & Gaddum Centre Trustee Board

**Reporting to:** Chief Executive

**Salary: £43,821 - £48,603 NJC Scale PO 7-8 annual increments on appraisal**

**Working hours:** 35 hours per week with flexible working required to suit the needs of the role

**Location:** Gaddum Centre & other service delivery sites.

**Job Summary**

To be the lead for Gaddum Centre delivering its organisational objectives through financial management and controls ensuring quality, governance and value for money.

**Job Purpose**

To have lead responsibility for ensuring financial governance of the organisation is delivered to exemplary standards of probity and transparency.

To lead the development and management of a high performing financial management function providing Gaddum Centre staff and volunteers with support for excellent client services delivery.

To be responsible for monitoring and reviewing Finance, Risk and Governance systems.

To work with Chief Executive & Trustee Board on future investment and business plans.

*Responsible for leading and managing the coordination of*

* Finance management including:
  + Management accounts
  + Budget setting
  + Audit & annual review
  + Pay roll
* Oversight of and accountability for Corporate Governance e.g. insurance, business continuity, registrations, etc
* Analysis of contracts for review processes including compliance
* Financial & Business Analysis & Reporting
* Future Investment and Business planning
* Company secretary role
* Trustee Board Finance Reports
* Financial analysis and data to support bids, contracts & tenders
* Organisational Business Continuity
* Support Business Development function

**Main Duties and Responsibilities**

***Finance***

* To lead the efficient financial management of Gaddum Centre including budget preparation, audit preparation, cash flow forecasts and the production of the management and final accounts.
* To lead preparation of budget proposals for Gaddum Centre services and monitor performance against budgets
* To lead production of quarterly detailed finance reports for services and projects across Gaddum Centre (figures & narratives) for committee meetings.
* To lead and manage the process of all accounting controls for Gaddum Centre
* To lead and manage the Pay Roll function for organisation
* With the Trustee Board Finance Director and Chief Executive be involved in the preparation of the annual operating and financial budgets and forecasts for organisation

***Commercial & Corporate governance***

* To ensure the Risk and Governance Systems are adequately monitored and reported on to comply with internal and external requirements
* To coordinate completion of required statutory returns and meet other information requests from funders and strategic agencies.
* To coordinate compilation of appropriate Risk Registers.
* To monitor compliance with Scheme of Delegation and Delegated Authorities.
* To coordinate supplier management across all services and projects of Gaddum Centre.
* To coordinate completion and submission of statutory annual returns e.g. Charity Commission, Companies House etc.
* To coordinate compliance with quality assurance systems across Gaddum Centre and project sites.
* To develop and coordinate the Gaddum Centre business continuity function

***Strategic Financial Management and Development***

* To support Chief Executive, SMT & Service Managers with financial analysis of contracts in preparation for review processes including compliance
* To provide robust and comprehensive Financial & Business Analysis & Reporting for current and future organisational issues.
* To support Chief Executive & Trustee Board with future Investment and Business planning
* To provide financial analysis and data to support bid, contract & tender development
* To work with Business Development Manager on development of additional income sources

***Other duties and responsibilities***

* To represent Gaddum Centre and participate at external meetings and events to maintain awareness of local, regional and national issues affecting quality and compliance for charitable companies.
* To meet regularly with Chief Executive for supervision.
* To organise and attend meetings as required by Head of Services.
* To undertake additional duties within competence of post holder as required by Chief Executive.
* Give presentations and talks about work of Gaddum Centre as required.
* Flexible approach to working patterns to suit the needs of the role and responsibilities as required.

The post-holder will be required to undertake other tasks as reasonably directed by Chief Executive, which will usually be commensurate with the skills and experience of the post-holder.

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that, over time, the nature of individual jobs will change; existing duties may be lost and other duties may be gained, without changing the general character of the duties, or the level of responsibility entailed. Consequently, this job description may be revised from time to time.

All staff are expected to work within all Gaddum Centre policies and procedures.