

JSPCA Animals' Shelter Role Profile Finance Manager – Part time

The Finance Manager will be responsible for preparing and analysing financial information to allow the JSPCA to make well informed decisions to support its sustainability and delivery of its agreed objectives.

You will review and develop JSPCA financial policies, procedures and guidelines to ensure that all aspects of the JSPCA's financial records are processed and maintained in a professional, accurate and timely manner, updating the Honorary Treasurer quarterly for presentation to the committee.

Areas of responsibility and delivery:

Supporting the Business

Under the guidance of the CEO, you will plan and manage your day to day work in an efficient way. By communicating with colleagues, you will ensure the most efficient use of resources. Your duties will include:

- Preparation of monthly management accounts and comparison/variance analysis to budget and prior year figures, together with appropriate commentaries
- Preparation of the annual budget based on assumptions agreed with the CEO and the Committee, working with budget holders to maximise income and control costs
- Preparation of the annual financial accounts to SORP requirements with supporting working papers, liaising with auditors within agreed deadlines
- Liaison with the CEO and Financial Risk Sub Committee to consider all areas of financial risks and identify and agree appropriate controls, which are tested regularly.
- Reconciling client debtors to vet's software and reviewing purchase invoices on Xero and initiating approval process
- Ensuring all bank accounts are reconciled regularly
- Act as monthly payroll reviewer and authoriser as required
- Provide appropriate oversight of the Finance and Administration Officer role to ensure that all financial postings are correct and consistent, bank reconciliations are performed, supplier statements are reconciled and debt recovery is pursued
- Interpreting and communicating financial data and information to non-financial managers so that they are able to put finances and accounts in context
- Ensuring that client data held and used by JSPCA within the finance department complies with the requirements of Data Protection Legislation.

Special Projects

You may be involved in long-term business planning providing financial advice and guidance to support development of future activities, including capital expenditure projects.

Governance:

You will continue to develop and maintain your knowledge of financial reporting standards and charity accounting requirements. You will have responsibility for managing and effectively implementing corporate governance procedures, risk management and internal controls, ensuring that they are not excessively onerous and enable operations to be as efficient as possible.

Confidentiality:

You will work with sensitive and confidential information on a daily basis

Reporting:

You will proactively manage and provide appropriate management information and reports for the CEO, Honorary Treasurer and Committee.

Financial Procedures:

You will comply fully with all financial procedures and policies and help colleagues to do the same.

Working Safely and Securely:

You will take reasonable care for your own safety and the safety of others, including the public, staff, volunteers and contractors, by complying with health and safety legislation and other related procedures to manage and minimise risk.

Supporting our Purpose

You will enthusiastically promote the JSPCA in the community to foster a greater understanding and appreciation of our cause. You will help maximise our income generation through client contributions, using JSPCA guidelines and procedures, and will support wider fundraising initiatives as required.

Knowledge, Skills and experience needed

- Qualified Accountant (ACA, ACCA) or “qualified by experience” with a proven track record in a similar role within the charity sector
- Ability to produce accounts to Charity SORP requirements
- Strong and developed IT literacy and competence with Microsoft applications, and ideally, Xero
- An understanding of the audit process
- Knowledge, understanding and experience of accounting practices and awareness of changing financial legislation and practices.
- Commercial awareness with an understanding of the sometimes conflicting demands of a 3rd Sector organisation
- Strong people and interpersonal skills enabling strong and effective working relationships with colleagues, the Committee and external third parties
- Strong numeracy and problem-solving skills and the ability to analyse information proactively to look for accuracy and evolving trends.
- Ability to work under pressure and to agreed deadlines.
- Ability to develop financial reports to specifically meet business needs
- Strong attention to detail and accuracy
- Knowledge and understanding of Data Protection requirements.
- An effective and supportive team player.
- Knowledge of relevant Health and Safety compliance requirements and best practice relating to the role and wider business obligations

Scope of the Role

Reports to: Chief Executive Officer
Working hours/Pattern: Part Time (Approx. 12-15 hours per week)
Line management: 0

Date of review: March 2024