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| **Stay Safe East**  **Finance Officer** |  |

**Job Description and Person Specification**

**HOURS**: 17.5 hours per week.

**SALARY**: £ 33,000 pro rata

**CONTRACT TERM**: Permanent subject to funding. Currently funded by Three Guineas Trust

**EMPLOYED BY:** Stay Safe East

**RESPONSIBLE TO:** Operations Manager

**RESPONSIBLE FOR:** Working in liaison with our freelance bookkeeper

**Based at** 90 Crownfield Road, London E15 2BG (Hybrid working)

**Aims of the Post**

The Finance Manager oversees Stay Safe East’s financial operations under the direction of the Operations Manager including:

* Finance support to the CEO, Management Team, staff and Board
* Day-to-day financial management and forward planning
* Finance reports to and liaison with funders (shared with CEO)
* Fundraising and income generation strategy
* Ensuring all financial reports are produced in line with Charity Law (shared with CEO)

**Ethos**

1. To work to the social model of disability and to implement Stay Safe East’s Equality and Diversity Policy, ensure a non-discriminatory approach to this role and work within the ethos of the organisation
2. To work in the best interests of Stay Safe East, its staff, Board and clients and in line within its ethos and values
3. To exercise probity and honesty in all matters

**Key Tasks**

**Day to day financial management**

1. Take direct responsibility for day-to-day management of Stay Safe East’s finances:

* Liaise with the bookkeeper to ensure that:
  + - all income and expenditure are recorded in Quickbooks
    - that expenditure is accurately allocated to each funding or income stream (using Excel at present)
    - that monthly reconciliations are carried out
    - that accurate quarterly management accounts and cash flows are produced
    - that payment of salaries, invoices, staff expenses claims and other payments including HMRC and insurance is made in a timely fashion
* Produce a monthly salary sheet and liaise with our payroll service to ensure effective processing of payroll and pension payments.
* Monitor expenditure against budgets
* Bank cash and cheque income
* Manage petty cash if needed
* Monitor PayPal and Access to Work expenditure and ensure that direct debits are kept up to date
* Ensure that all orders are submitted in a timely fashion and recorded (the administrator handles all orders for supplies and equipment and ensures supplies are up to date)
* Ensure that emergency subsistence payments to clients are processed promptly
* Any other relevant financial tasks

1. Keep the CEO and Operations Manager updated of financial matters on a monthly basis, via a short report or meeting

**Budgets, funding and fundraising**

1. Working with the CEO and management team, produce the Stay Safe East annual budget in a timely manner and update it at mid- year or if major changes occur
2. Work with the CEO and management team to develop a fundraising and income generation strategy (including sustainable funding from trusts, statutory sources, and income generation from consultancy, training, donations and legacies)
3. Produce and update budgets for each project and for funding bids; monitor expenditure and ensure that expenditure conforms to terms set by funders
4. Produce and ensure the timely and sometimes short notice submission of quarterly financial returns to funders, and of financial and other information for funding bids and contracts
5. Assist the CEO in the preparation of funding and contract bids

**Banking and contracts**

1. Manage banking systems, including communication with the bank and maintaining appropriate signatories.
2. Provide financial support for contracts relating to external suppliers including IT and telephone support systems, premises, research consultants, external trainers, etc.

**Financial procedures and ethics**

1. Work with the Operations Manager to review and update financial procedures and systems to ensure compliance and effectiveness
2. Explain basic financial procedures to staff and volunteers (claiming expenses, petty cash, how salaries are calculated etc) in a way that is accessible to them (service managers will assist with claims); explain financial information to Managers and the Board
3. Work with the Operations Manager to ensure value for money and ethical purchasing in line with our policies and values
4. Report immediately any discrepancies, concerns or suspected fraud to the Operations Manager and the CEO

**Audit and Governance**

1. Using the information supplied by our bookkeeper, produce timely and accessible financial reports for the Board and CEO (and when requested the Management Team) and respond to any queries or requests for clarification
2. At year end, ensure that all necessary information is produced for audit or independent examination of accounts
3. Working with the Operations Manager, produce the necessary financial information for the timely submission of Stay Safe East’s Annual Returns to the Charity Commission in compliance with the law
4. Ensure that Stay Safe East’s financial procedures conform to Charity Law and the requirements of the Charity Commission

**Other duties**

1. Keep accurate records of work done
2. Attend supervision and annual reviews
3. Attend staff meetings and away days
4. Undertake relevant training as agreed with the Line Manager
5. Be prepared to work occasional evenings to attend Board meetings and very occasional weekend hours

**Person Specification: Finance Manager**

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|  | **Essential (E)**  **/ Desirable (D)** |
| **Experience** |  |
| 1. Two years or more related experience of day-to- day financial management of a charity or a business | E |
| 1. Demonstrable experience of drawing up and managing budgets over £500,000 with multiple income sources | E |
| 1. In depth experience of using Quickbooks, Excel or other relevant financial packages | E |
| 1. Demonstrable experience of producing budgets and financial reports for charitable and statutory funders | E |
| 1. Experience of working with a Board of Trustees or similar | D |
| 1. Experience of working in a charity or similar organisation | D |
| **Knowledge and skills** |  |
| 1. In-depth understanding of the requirements of trusts, statutory and other funding bodies | E |
| 1. Understanding of the financial requirements of the Charity Commission and Charity Law | E |
| 1. Excellent organisational skills | E |
| 1. A strong attention to detail and accuracy | E |
| 1. Ability to work under own initiative, manage multiple priorities and deliver under pressure. | E |
| 1. Ability to communicate in an effective and accessible manner with the CEO, Stay Safe East team members, funders and others, both verbally and in writing | E |
| 1. IT proficient including Microsoft Outlook, Word and Excel | E |
| 1. Knowledge and understanding of the access and workplace needs of disabled people (training can be given) | D |
| **Qualifications** |  |
| 1. Qualified bookkeeper to AAT Level 3 Advanced bookkeeping as a minimum or equivalent *or* demonstrable practical experience of bookkeeping for an organisation with multiple income streams | D |
| **Other** |  |
| 1. Willingness to attend evening and very occasional weekend meetings | E |
| 1. Personal lived experience of disability | D |