

## Job description

**Job title: Business and Finance Manager:**

**Hours: 18.5 part time (negotiable)**

Accountable to: Service Manager

Reporting to: Management Committee of DAAS

Salary: £26,501.07 - £27,337.55 per annum pro rata.

### **Overview and general scope**

To provide business and financial management guidance to the service manager and to oversee and line manage the financial administration assistant within DAAS. To liaise with the treasurer to support the management committee in ensuring that the service has a robust financial management system in place and to ensure that DAAS can provide services as per SLA's within agreed budget

**Additional scope:** To help seek funding bids and opportunities to expand the services provided by DAAS and to generate income for this post and for projects to be delivered by the service.

### **Principal tasks/responsibilities.**

- To Ensure that the financial systems that are in place reflect the needs of Commissioner, funders and trustees
- Monitor the operation of financial procedures within the organisation and make recommendations for any changes which might improve the financial management of the service
- Ensure that quarterly financial returns are made within set time frames to appropriate bodies, invoices to suppliers and providers are processed within agreed time frames and that management accounts are prepared in a timely fashion for service manager, commissioners and board members.
- To complete an annual set of accounts and reconciliations of expenditure ready for the annual audit.
- To complete monthly payroll submission to an external payroll bureau.
- To act as point of contact and provide governance for the auto enrollment pension scheme.
- To manage and maintain the online Annual Leave system
- To monitor and report on sickness absences
- To work with the management team and committee for I.T Audit reviews and help to manage financial costs and implementation.

- To work with the Training Team as required for costing external training events.
- To monitor and manage day to day banking and petty cash.
- To ensure that funding is managed appropriately in line with the planning and delivery objectives of the service and that budget forecasts and reviews are readily available for manager and management board
- To liaise directly with the treasurer of DAAS to ensure that accounts and procedures meet charity commission and SORP requirements
- To identify financial management issues/problems which might prevent the service from achieving its business objectives
- To be responsible for identifying potential financial risks, reporting these and working with the Service Manager and management committee to mitigate these.
- To support the Service Manager in producing three-year business plans which reflect National and local trends, Funding, and Commissioning SLA requirements.
- With Service manager contribute to conducting annual reviews of business plan and set organisational objectives and to support service development within agreed budget
- To be responsible for promoting the business and financial management of the organization with partner agencies and stakeholders, at away days, AGM, Stakeholder days and regional and local events.
- To work as part of the overall management team of DAAS attending staff meetings and committee meetings where appropriate.
- To collect management and monitoring information as required for reports and for management information purposes
- To identify sources of funding for additional project work and complete funding applications with service manager and management board where appropriate
- To maintain the fixed assets register and to manage equipment purchase, maintenance and contract management. i.e. Phones, IT etc. Ensuring all necessary information governance and compliance is in place, audited and monitored.

Updated 25/08/2020

Person Specification: Finance and business Manager: post ref: \_\_\_\_\_

Name of evaluator: \_\_\_\_\_ Applicant No: \_\_\_\_\_

	ESSENTIAL	DESIRABLE
QUALIFICATIONS:	<ul style="list-style-type: none"><li>• Math's GCSE</li><li>• Educated to AAT or degree level in a business, computing, math's, or accountancy related subject</li></ul>	<ul style="list-style-type: none"><li>• Higher level accountancy qualification</li><li>• Business management qualification</li></ul>
EXPERIENCE	<ul style="list-style-type: none"><li>• Management accounts preparation</li><li>• Experience of implementing or supporting financial management procedures</li><li>• Working with spreadsheets</li><li>• Preparation of management accounts</li><li>• Setting, reviewing and managing budgets</li><li>• Managing project spends and budgets</li></ul>	<ul style="list-style-type: none"><li>• Voluntary/statutory sector business planning</li><li>• Completion of funding applications</li><li>• Experience of pay roll management</li><li>• SORP/Charity commission guidelines</li><li>• Writing and reviewing policies</li><li>• Creating and presenting reports to a committee/Trustee Board</li></ul>
SKILLS	<ul style="list-style-type: none"><li>• Good Microsoft Office skills</li><li>• Good analytical skills</li><li>• Excellent communication skills written and verbal</li><li>• Report writing skills</li><li>• Working to deadlines and on own initiative</li></ul>	<ul style="list-style-type: none"><li>• Ability to produce draft final accounts</li><li>• Ability to complete funding applications</li><li>• Ability to create and present formal presentations</li><li>• General I.T. Experience</li><li>• Advanced excel skills</li><li>• Sage Line 50</li></ul>
ATTRIBUTES	<ul style="list-style-type: none"><li>• Ability to work as part of a team</li><li>• Reliable</li><li>• Flexible</li></ul>	<ul style="list-style-type: none"><li>• Interest in voluntary sector</li><li>• Interest in alcohol substance misuse issues</li></ul>