

**JOB DESCRIPTION**

**Job Title:** Finance Manager

**Location:** Freshfields Animal Rescue, Liverpool

**Hours:** 22.5 hours pw Salary: £16 an hour (£31,200 FTE pro rata’d)

**Reports to:** Director

**Job Purpose**: To oversee, control and administer financial affairs across the organisation. To ensure that Freshfields employs robust financial and administrative procedures and adheres to best practice across all areas, in compliance with Company law and Charity regulations.

The role is both strategic and operational. Coupling technical expertise with practical experience and insight, you will analyse, interpret and action, to directly discharge the charity’s financial and administrative obligations.

You will work closely with the Director, providing financial reports as requested for the purposes of risk management, transparency, resource efficiency, and effective management of limited resources.

You will support the Trustees by providing clear, relevant and accurate financial information assisting them to make sound financial decisions.

You will work with the fundraisers to supply advice and information to assist in the planning and reporting on campaigns and restricted funds.

**Financial Planning and Management**

This aspect of the post involves responsibility for both Freshfields Liverpool and Wales Centres, including monitoring and reporting on the whole of the charity’s resources, prioritising the financial security of the organisation at all times.

* Oversee the administration of bank accounts and online transactions, reconciling bank statements and adopting checks and balances to safeguard our integrity.
* Carry out the operational bookkeeping function in line with best practice and ensure that management accounts clearly and accurately reflect the current position of the charity.
* Oversee the administration of the charity’s payroll (whether directly or through an agency) ensuring accuracy and timeliness and be responsible for all payments and returns to HMRC.
* Ensure VAT returns are submitted accurately.
* Manage and ensure the consistent effective functioning of donation platforms such as Paypal, Donation Manager, Stripe
* Agree annual operational budgets and produce management accounts with departmental breakdowns for the Director, highlighting notable changes and proposed solutions for consideration.
* Ensure that the organisation has in place financial information, insightful interpretation, and controls to manage and mitigate financial risk.
* Liaise with the Assistant Director, Senior Managers and section staff to produce and implement best practice standard operating procedures for all financial related activities across the whole charity, providing training and support where necessary.
* Participate in the preparation of the statutory accounts and assist in the end of year audit.
* Liaise with executors of legacy funds, keeping records and monitoring the receipt of. Ensuring that details are passed to the Fundraising & Communications team for their records, and donor recognition and acknowledgment.
* Monitor and report on income from a diverse range of earned and donated income streams, including cash, postal and online donations, fundraising activities and charity shops. Ensure that correct procedures are followed for recording and banking, and that shop returns are completed and filed correctly.
* Monitor, control and manage expenditure to ensure best possible use of financial resources and maximum value to donors.
* Allocate expenditure to the appropriate cost centre, agreed nominal codes and proportional breakdowns across charity departments.
* Monitor and control expenditure against various restricted funds, providing financial information required to acquire funds, and expenditure reports at agreed intervals to the Fundraising team and Director for external reporting.
* Identify and liaise with competent charity suppliers to multiple operational locations to achieve best value, and to review, renew and manage accounts for utilities, equipment and services. Keep accurate confidential records of account details.
* Process invoices received and ensure optimum payment of invoices and bills.
* Support and supervise charity administrators in each rescue to make best value purchases on behalf of the operational sections.
* Maintain a high standard of record-keeping, ensuring that records are maintained in compliance with Government regulations and Freshfields provides a high level of accountability to donors and funders.
* Participate in Senior Management team meetings to undertake strategic, project and business case development, advise on financial policy and process, resolve operational challenges and advise on opportunities to maximise income and minimise expenditure.
* To fully comply with all Freshfields Policy’s and Procedures.
* To ensure that Confidentiality and Data Protection is prioritised and handled in accordance with all legal requirements.
* Perform other duties consistent with the requirements of the post.
* To help out other teams with non-finance related tasks occasionally if needed.

**Personal Specification**

**Skills and Qualifications**

Associate Chartered Accountant (ACA) Qualified desirable

AAT Level 4 Bookkeeping Qualified or equivalent essential

2 years experience as a finance manager for a Charitable Organisation desirable.

Confident user of Xero accounting system desirable

Confident with common Microsoft Word packages essential

Contract management and administrative experience essential

Robust understanding of finance regulation and GDPR essential

Understanding of charity regulation desirable

**Attributes**

Reliable and conscientious

Personal understanding and commitment to organisational confidentiality

Fastidious attention to detail

Systematic thinker with an ability to interpret financial information for a range of recipients

Able to develop, implement and maintain effective and efficient processes.

Excellent communicator with all internal and external people.

Helpful and supportive of others

Positive can-do attitude

Able to adhere to Charity Policy and Procedures.

A kind and considerate person able to uphold the positive culture of the charity.