

Finance Manager

Job title: Finance Manager

Reports to: Chief Operating Officer

No direct line management however this role will be part of bibic's management team

Hours: Part-time - 25 hours per week

Base: Hybrid – Office (Old Kelways, Somerton Road, Langport) and Home Working (At least one day per week in the office)

Job Purpose

To lead and manage the day-to-day finance function of bibic, ensuring strong financial controls, accurate and timely financial information, effective financial administration and robust reporting to support organisational decision-making.

The Finance Manager will provide financial insight and oversight to the Chief Operating Officer and Board of Trustees, working closely with the Treasurer and budget holders to support financial planning, monitoring and sustainability. The role will take ownership of the quality and integrity of financial records, management accounts, budgeting, cashflow, reconciliations and statutory financial information.

The postholder will be expected to identify financial risks and opportunities, provide constructive challenge where appropriate, and ensure that financial processes are efficient, compliant and proportionate to the needs of a small charity.

Key Responsibilities

1. Financial Management and Oversight

- Lead the effective day-to-day management of bibic's finance function, ensuring accurate, timely and well-controlled financial processes.
- Oversee the recording, coding and reconciliation of all income and expenditure, ensuring the integrity of the accounting records within Xero.
- Produce and review monthly management information, including actual performance against budget, year-to-date performance and comparison with prior years.
- Prepare clear numerical and narrative financial reports for the Chief Operating Officer and Board of Trustees, highlighting significant variances, trends, risks and actions required.
- Monitor income, expenditure, commitments and cashflow, identifying emerging financial pressures and opportunities and escalating issues appropriately.
- Oversee accounts payable and receivable, including sales invoices, credit notes, supplier invoices, staff expenses, receipts and the timely recovery of outstanding income.
- Maintain appropriate oversight of treasury management, ensuring sufficient funds are available to meet organisational commitments and that cash is managed effectively.
- Oversee the processing and categorisation of fundraising and other income, including restricted and designated funds.
- Maintain appropriate oversight of restricted funds, designated funds and risk premium reserves, ensuring movements are accurately recorded and appropriately reported.

2. Management Accounts, Budgeting and Financial Planning

- Lead the preparation of the annual organisational budget in collaboration with the Chief Operating Officer and Treasurer.
- Support budget holders to understand and manage their budgets, providing financial information, guidance and constructive challenge.
- Develop and maintain project and grant budgets, working with the COO and relevant colleagues to ensure financial assumptions are robust and monitored.
- Oversee monthly balance sheet reconciliations and working papers, including prepayments, debtors, accruals, creditors and fixed assets.
- Review and oversee journals relating to payroll, accruals, prepayments and movements in restricted and designated funds.
- Analyse financial performance and provide commentary that supports management and Board decision-making.
- Contribute to longer-term financial planning and sustainability discussions, identifying financial risks, trends and potential areas for improvement.

3. Financial Controls, Compliance and Risk

- Maintain effective financial controls, policies and procedures appropriate to a small charity and ensure these are consistently applied.
- Ensure financial records and processes comply with relevant legislation, regulatory requirements, internal policies and good charity governance practice.
- Support the COO and Treasurer in identifying, assessing and managing financial risks.
- Oversee payroll-related payments and statutory payments to HMRC, ensuring information is accurate and submitted appropriately.
- Coordinate financial information required for annual insurance renewals, DWP Access to Work claims and Valuation Office requirements.
- Ensure appropriate financial documentation and audit trails are maintained to support internal review, external scrutiny and the preparation of annual accounts.

4. Year-End and Statutory Reporting

- Lead the finance work required to prepare bibic's annual accounts and information for inclusion in the Trustees' Annual Report.
- Coordinate year-end financial processes and ensure supporting schedules and reconciliations are complete and accurate.
- Work with the COO, Treasurer, Trustees and the relevant external independent examiner as required to support effective year-end reporting.

5. Operational Finance and Business Support

- Ensure invoices relating to training and other income-generating activity are raised promptly and accurately.
- Oversee the timely processing and payment of supplier invoices, staff expenses, salaries and other organisational commitments.
- Work with colleagues across the organisation to improve financial processes, strengthen financial awareness and resolve issues promptly.
- Ensure bibic training income and associated invoicing are accurately tracked and reconciled.
- Provide financial advice and support to the COO and colleagues on financial matters as required.

6. Leadership, Advice and Continuous Improvement

- Act as the principal day-to-day finance lead within bibic, promoting a culture of financial accountability and good financial practice.
- Provide clear and accessible financial advice to colleagues who are not finance specialists.
- Identify opportunities to improve systems, processes, reporting and financial controls, making recommendations to the COO where appropriate.
- Use financial information to support evidence-based decision-making and organisational planning.
- Build effective working relationships with the Board, Treasurer, senior colleagues, budget holders, suppliers, funders and external advisers.

Additional Duties

- Carry out such other duties as may reasonably be required from time to time.
- Work within bibic's policies, procedures, regulations and governance requirements.
- Promote bibic's good name and maintain effective working relationships with external organisations and stakeholders.
- Maintain confidentiality and ensure financial and organisational information is handled appropriately.
- Attend relevant meetings, training and professional development activities.
- Observe Health and Safety procedures and safeguard the interests and safety of colleagues, visitors and service users.

Person Specification

Qualifications and Experience – Essential

- AAT Level 4 or equivalent finance/accounting qualification.
- Demonstrable experience in a finance or accounting role with responsibility for bookkeeping, management accounts and financial reporting.
- Experience of managing or overseeing a finance function, with the ability to take ownership of financial processes and controls.
- Strong experience of preparing and interpreting management information, budgets, forecasts and financial reports.
- Experience of producing accurate reconciliations, journals, working papers and year-end financial information.
- Experience of working with accounting software, ideally Xero, and advanced Excel skills.
- Strong understanding of financial controls, cashflow management and financial risk.
- Ability to provide clear financial information, advice and constructive challenge to senior managers and Trustees.
- Experience of working independently, managing competing priorities and meeting deadlines in a busy environment.
- Experience of, or a good understanding of, financial management within the charity sector.
- Excellent attention to detail combined with the ability to understand the wider organisational context.

Desirable

- Experience of charity accounting, including restricted and designated funds.
- Experience of preparing or supporting the preparation of annual statutory accounts.
- Experience of working with Trustees, Treasurers, or external finance advisers.

Knowledge, Skills and Attributes

- Strong financial management and analytical skills.
- Excellent written and verbal communication skills, with the ability to explain financial information clearly to non-finance colleagues.
- Strong organisational skills and the ability to prioritise effectively.
- Confident, proactive and able to work with appropriate autonomy.
- Sound judgement and a willingness to identify and address financial risks and issues.
- A collaborative and approachable management style.
- Adaptable, solutions-focused and able to work effectively in a changing environment.
- Commitment to bibic's objectives, values and charitable purpose.

Terms and Conditions

- **Salary:** Band 4 – £30,421 to £34,921 per annum, depending on experience – £20,280.67 – £23,280.67 pro rata
- **Hours:** 25 hours per week
- **Holiday:** 20 days plus 3 mandatory days between Christmas and New Year and 8 bank holidays, with an additional day per year of service up to 30 days. Pro rata for part-time hours.
- **Base:** Hybrid – Office and Home Working
- **Pension:** Eligible for bibic's auto-enrolment pension scheme
- **Benefits:** Life Insurance and group permanent health care insurance following one year's service, plus access to an Employee Assistance Programme (EAP)

Other Information

This job description is not contractual and may be reviewed and amended from time to time in consultation with the postholder and in line with organisational requirements.

Due to the dynamic nature of the sector in which bibic operates, the postholder is expected to work flexibly and may be required to undertake other reasonable duties consistent with the level and responsibilities of the role.

The appointment is subject to satisfactory references and any other pre-employment checks required by bibic.