

## Finance Manager

### Job description and person specification

We are seeking an experienced Finance Manager to oversee and manage our financial processes, reporting, and compliance. This is a part-time role (15 hours per week) offering flexibility in working patterns, including remote and office-based work.

You will be responsible for maintaining financial controls, preparing reports, supporting budget management, and ensuring compliance with financial regulations and governance requirements. You will work closely with the CEO, project leads, and the Board to support the organisation's financial health and strategic planning.

### About Active Lincolnshire

Active Lincolnshire is a charity and one of the national network of Active Partnerships supported by Sport England to lead the local implementation of the national 'Uniting the Movement' strategy, which we do through 'Let's Move Lincolnshire', the countywide strategy for physical activity.

It is our aim that everyone in Lincolnshire has options and opportunities to be active every day. We are particularly focussed on increasing physical activity levels and using the positive power of sport and physical activity to tackle inequalities. Lincolnshire as a county has high levels of inactivity, exacerbating other challenges including long-term health conditions - further impacted by gaps in the provision of relevant and accessible opportunities to be active.

Anyone joining the Active Lincolnshire team must demonstrably uphold our values of integrity, collaboration, inclusivity, innovation and learning and our commitment to equality, diversity and inclusion and tackling inequalities. Given the nature of the role, an utmost ability to maintain and respect confidentiality is crucial.

How we behave and our ways of working are important to success – specifically the post holder will need to be committed to being a team player, having empathy, a growth mindset and understanding other perspectives.

### About the role

#### **Financial Management & Reporting**

- Oversee day-to-day accounting, including purchase transactions, invoices, and reconciliations.

- Prepare management accounts and finance reports for the Board and Finance & Audit Committee.
- Lead on the preparation and coordination of annual audited accounts.
- Manage the annual budget and four-year financial forecast in collaboration with the CEO.
- Ensure accurate grant monitoring, claims, and reconciliations as required by funders.
- Provide financial insights and analysis to support decision-making.

### **Financial Compliance & Governance**

- Ensure compliance with statutory responsibilities, including VAT returns, payroll, and pensions.
- Develop and maintain financial controls, policies, and procedures.
- Liaise with auditors and implement recommendations.
- Prepare financial returns, including Charity Commission reporting.
- Maintain up-to-date knowledge of financial legislation relevant to charities.

### **Support & Training**

- Support and train staff on budget management and financial procedures.
- Work with project leads to ensure best practices in financial planning and expenditure.

### **The Finance Lead will:**

1. Ensure good financial processes are embedded throughout the work of the organisation, supporting project leads to cascade best practice and increase sound financial review and reporting at each stage.
  - Monitoring, reviewing and embedding financial procedures
  - Create management accounts and papers for the Finance and Audit committee
  - Coordinate the annual audited accounts process
  - Ensure contract budgets and grant fund reconciliations are completed as required
  - Support the administration of the annual budget and four-year forecast in collaboration with the CEO
  - Complete grant monitoring and processing accurately as required by funders
2. Take a pro-active approach to understanding organisational need to develop and maintain the strong financial health of the organisation, including identifying and working with colleagues to mitigate risk.

3. Support the ongoing development of the charity's financial management, reporting and governance as new income streams are secured.
4. Connect with the national Active Partnership network, contributing to shared challenges and opportunities and networking with colleagues in similar roles. Provide information and support reviews across the network and with Sport England as relevant.

## Person Specification

### About You

The successful candidate will:

- Hold a professional finance qualification (i.e. AAT/ACCA/CIMA).
- Have a track record of recent, relevant professional development.
- Previous demonstrable experience of financial management.
- Have experience of using management accounting systems.
- Have experience of working under pressure and to deadlines.
- Have experience of presenting and advising to Board members (or equivalent level).
- Have a thorough understanding of Data Protection legislation.
- Demonstrate innovative approaches to developing financial and budget management systems.
- Have awareness of financial legislation and external returns.
- Understand requisition, reconciliation and petty cash accounting systems.
- Understanding of good governance and The Charities Commission.
- Fully competent in Microsoft Office specifically a high-level working of Excel.

## Skills And Experience

### Essential

#### Financial Management

- Professional finance qualification (AAT, ACCA, CIMA, or equivalent experience).
- Strong experience in financial management and accounting principles and processes.
- Proficiency in financial software (Xero preferred) and Microsoft Excel.

- Experience of preparing Board level accounting reports and grant reconciliations.
- Understanding of charity finance, governance, and compliance requirements.
- Excellent organisational and problem-solving skills, with high attention to detail.
- Strong communication and relationship management skills.
- Experience of building and managing budgets and co-funded programmes.
- Ability to develop and implement financial procedures and controls.
- Have knowledge of effective financial review and evaluation procedures

### **Processes and procedures**

- Experience of creating, embedding, reviewing organisational processes and procedures

### **Leadership and influence**

- Effectively lead and work as a member of a team, participate in meetings and negotiate as necessary
- Support and develop the work of others with regards to finance and governance
- Set high standards and take responsibility for own professional development
- Liaise effectively with other organisations and agencies
- Develop, maintain and use an effective network of contacts, seeking advice and support when necessary
- Problem solving capabilities and adaptability to the needs of the organisation

### **Communication and relationship management**

- Excellent communication skills including presentation skills, writing strategic papers and reports
- Ability to build and develop relationships creating trusted partnerships and meaningful relationships with a variety of stakeholders

**You must be passionate about the positive power of sport and physical activity.**

### **Desirable Skills & Experience**

- Experience working in the charity or non-profit sector.
- Knowledge of charity financial legislation and external reporting requirements.

Place of work	Flexible working between office (Lincoln) and the option to work from home.
Contract	Permanent
Benefits	<ul style="list-style-type: none"> <li>• £30,000 - £34,000 per annum depending on skills and experience (<b>pro rata 15 hours per week</b>)</li> <li>• 25 days annual leave, plus all bank holidays and 3 days at Christmas (c. Total 36 days per annum pro rata).</li> <li>• 'Celebration day'; additional day for an occasion / birthday / event (subject to annual review)</li> <li>• Westfield Health private healthcare scheme</li> <li>• Free 'Active Nation' Gym Membership</li> <li>• Cycle to work scheme</li> <li>• Flexible working approach</li> <li>• Team away days</li> <li>• Personal development and training opportunities</li> <li>• Employer contribution pension scheme</li> <li>• Employee wellbeing policy</li> <li>• Contribution to making a difference to the lives of people in Lincolnshire</li> </ul>
Reporting to	Director of Business Operations & Engagement
Closing date	<b>Friday 7<sup>th</sup> March</b>

### Key Financial Tasks & Frequency

Inputting invoices on Xero/checking against POs	Minimum 2x/week
Payroll (c. 12 employees)	Monthly
Banking	2x/month
VAT return – prep, review and journals	Quarterly
Management accounts and Finance Report for FAC	Quarterly
Meetings with budget holders (c. 3)	Minimum monthly
Full budget update	Minimum monthly
Salary journals	Monthly
Credit Card reconciliation	Minimum monthly
Bank reconciliation	Minimum 2x/week
Annual Accounts	Annual
Audit review	Annual
AP Network Finance Report	Annual
4-year forecast update	Minimum monthly
Charity Commission return	Annual
Financial Controls Review	Minimum annual
Grant claims and reconciliation	As required by funders.

