

JOB DESCRIPTION & PERSON SPECIFICATION

Finance & Business Manager, Active Lincolnshire

Reporting to:	Chief Executive Officer (CEO)
Location:	Office based from Active Lincolnshire's Lincoln office, LN6 3QN. Some working from home in line with government guidelines
Contract:	Full time, permanent contract.
Benefits:	£32,000 - £35,000 salary (depending on experience). Private health care, 25 days holiday (plus bank holidays), pension contribution scheme.

Principal purpose of post:

- Responsibility for management and delivery all financial matters for the charity
- Responsibility for providing all business support functions to enable the organisation to operate including secretary to the Board of Trustees.

Key Responsibility Areas:

Financial and Statutory Responsibilities

- Manage all finance, accounting and budgeting systems and processes
- Ensure that financial targets and deadlines are met in a timely and accurate manner.
- Prepare and manage financial information and returns, including regular management and year-end accounts, in appropriate and timely formats, as required by the CEO, Board, Committees and statutory bodies.
- Accountability for monitoring and compliance of all grants and other income sources.
- Liaise with auditors and lead on the implementation of any findings.
- Lead on the development and successful implementation of and accountability for finance and procurement policies, procedures and protocol.
- Responsible for the completion of payroll and pensions returns, including liaison with the payroll bureau to ensure timely and accurate calculation of monthly payroll.
- Responsible for timely and accurate filing of charity VAT returns
- Liaison with, and training of, staff on developing budgetary and financial acumen, budget expenditure, financial improvement planning and other financial procedures.

Business Management

- Provide all necessary business functions to ensure effective and efficient day to day running of the office.
- Data officer and cyber security officer for the organisation ensuring the charity is compliant with GDPR regulations and protects all digital assets from risk.
- Monitor contracts and agreements with external funders and partners.
- Maintain all staff personnel records and support with HR matters.
- Support areas of governance, policy review and development and implementation of procedures.
- Act as the lead Health and Safety coordinator, with responsibility for day-to-day operational health and safety matters.

Board Responsibilities

- Act as Secretary to the Board and Board Committees and oversee the production of all the necessary arrangements for the effective and efficient servicing of these groups.
- Present to the Board and committee on financial matters, including preparation of reports and advising on areas of risk, where appropriate.
- Lead responsibility for maintaining the organisation's risk register.

Common Requirements:

- Role model the organisation's values and aims.
- To represent and promote the work of the organisation, as appropriate, to a range of internal and external agencies.
- To act as an external advocate for matters relating to the organisation.
- All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, in line with the charities Code of Conduct and the organisations values.
- To contribute to the development of a professional working and learning environment within the organisation.
- To actively engage in the performance review process, including personal professional development as required.
- To contribute to the organisation's understanding of diversity, inclusion and equality and its implications for our work.
- To support the work of Sport England and other Active Partnerships.
- To ensure adherence to the organisation's policies and procedures with particular reference to Equality, Equal Opportunities, Safeguarding, Data Protection and Health and Safety.
- To work in a flexible manner in line with the organisation's objectives and be willing to undertake other duties as reasonably requested.
- To provide excellent customer care in dealings with the public, stakeholders and partners.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job: Finance and Business Manager		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> • Educated to degree level or an equivalent professional finance qualification (i.e. AAT/ACCA/CIMA) or QBE with demonstrable experience • Demonstrable recent experience of financial management and/or business operations management • Experience of using management accounting systems (such as Xero) • Experience of presenting and advising to Board members (or equivalent level) • Track record of recent, relevant professional development 	<ul style="list-style-type: none"> • Prior experience of working with grants monitoring systems • Experience as a Company Secretary • Experience of charity VAT returns
Knowledge & Understanding	<ul style="list-style-type: none"> • The principals and practices of strategic financial and asset management • An understanding of Data Protection legislation • Knowledge of effective financial review and evaluation procedures • Innovative approaches to developing financial and budget management systems • Awareness of financial legislation and external returns • Understanding requisition, reconciliation and petty cash accounting systems • Understanding of employment practices and related policies • Knowledge of health and safety protocols • Understanding of governance 	<ul style="list-style-type: none"> • Knowledge of legislation relating to Charities. • Innovative approaches to working with partners, funders, the local community • Equal opportunities for staff, funders, partners and other stakeholders • Understanding of safeguarding
Leadership & Management	<ul style="list-style-type: none"> • To effectively lead and work as a member of a team, participate in meetings and negotiate as necessary • Set and maintain high standards • Take responsibility for own professional development • Liaise effectively with other organisations and external agencies • Develop, maintain and use an effective network of contacts, seeking advice and support when necessary 	<ul style="list-style-type: none"> • Deal sensitively with people and resolve conflicts • Resilience and perspective
Skills & abilities	<ul style="list-style-type: none"> • Ability to prioritise, plan and organise • Communicate effectively orally and in writing to a range of audiences 	<ul style="list-style-type: none"> • Communicate the vision of the organisation to external stakeholders

	<ul style="list-style-type: none"> • Sound judgment and decision-making skills • Ability to make decisions based on analysis, interpretation and understanding of relevant data and information • Respect confidentiality • Negotiate and consult fairly and effectively • Excellent ICT skills, including MS office, administration skills including minute taking 	
Personal Qualities	<ul style="list-style-type: none"> • An excellent record of attendance and punctuality • Adaptability to changing circumstances and new ideas • Reliability, flexibility and integrity 	<ul style="list-style-type: none"> • Determination to succeed and the highest possible expectations of self and others