

JOB DESCRIPTION

Finance Manager

Pay Range	£35,837 to £40,600	Business Area	Finance
Line manager	Head of Finance	Location	Oxford/ home based
Full/Part Time	Full time, 37.5 hours per week		
Fixed Term	Permanent	Annual Leave	30 days plus Bank Holidays per annum

JOB PURPOSE

Connection Support is expanding its Finance function to meet the demands of its growing number of projects.

This is a new post, which plays a vital role in strengthening the delivery of our projects, working closely with colleagues to bring vital financial advice and budgeting support. Strong communications skills and an enthusiasm for employing your financial skills to strengthen the work of our teams are vital.

The Finance Manager will support the Head of Finance by working with finance, administration, and project teams to ensure the cost-effective delivery of our activities, in line with financial best-practice and organisational budget.

RESPONSIBILITIES

Specific responsibilities include:

Organisational

- Collaborating with the Head of Finance to: strengthen best practice in our processes; develop solutions to financial issues as they arise; and contribute towards the development of our financial strategy.
- Liaising with senior managers to ensure they have a clear understanding of project budgets.
- Providing information and advice to colleagues to support the delivery of activities against budget.
- Liaising with colleagues across our organisation to ensure that financial control processes and systems are understood and that financial transactions are made in line with these procedures.
- Upholding the values of Connection Support in the delivery of the role, and inspiring others to do the same.

Financial

- Leading the process of monitoring expenditure against budget, communicating reports to project staff and providing proactive advice in managing variances against budget.

- Supervising and supporting the work of colleagues to ensure that day to day bookkeeping processes are completed efficiently and accurately.
- With the Head of Finance, developing improved systems and efficiencies in accounting processes, where appropriate.
- Supporting internal financial reporting, including the preparation of reconciliations, salary and core cost allocations and quarter-end accounting adjustments.
- Managing oversight of restricted charitable funds, including reviews of expenditure and fund balances.
- Proactively collaborating with colleagues to develop Connection Support's financial systems and processes.
- Reporting expenditure against budget to charitable trusts and foundations and local authorities, as required by funding contracts.
- Responsibility for debtor control, including raising invoices in line with contract requirements and monitoring invoice payments.
- Assisting in the preparation of the annual year-end accounts and audit process.
- Ensuring that financial records are maintained in an organised and up to date manner, to safeguard the smooth running of financial systems and processes.
- Any other duties as specified by the Head of Finance.

REHABILITATION OF OFFENDERS ACT

Connection Support is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are 'spent' under the provision of the Act.

We are committed to carefully screening all applicants who will work with young people and adults with support needs. Employment checks and references will be undertaken on all prospective applicants, as well as a Disclosure & Barring Service check.

SAFEGUARDING STATEMENTS

Employee

Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility. Work complies with all safeguarding policies and procedures that apply to the role. Behaviours and actions support the safeguarding of children, young people or adults with care and support needs as appropriate.

Manager

Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained within the area of responsibility. Manage and update the standards as appropriate to the role. Safeguarding standards are monitored and maintained in

compliance with organisational policy. Appropriate safeguarding training is provided, and standards are reviewed and updated as required.

Senior Managers

Ensure organisational safeguarding strategies reflect statutory requirements and best practice. Ensure these are understood and implemented within the area of responsibility. There is a proactive and positive Safeguarding Culture. The organisation meets its statutory Safeguarding requirements. Strategic risks are effectively managed.