



## **Job Title: Charity Finance Manager**

<b>Theme:</b>	Charity Finance
<b>Job Title:</b>	<b>Charity Finance Manager</b>
<b>Salary:</b>	£35,326 - £40,927 per annum + pension
<b>Hours of work:</b>	35 hours per week
<b>Contract:</b>	Permanent (subject to ongoing funding) with 31 days' leave entitlement
<b>Location:</b>	Bridgend ( <i>office-based role with some work from home flexibility negotiable</i> )

<b>Background information</b>	<p>Project Seagrass is an environmental charity (CIO) devoted to the conservation of seagrass ecosystems through education, influence, research and action. Our mission is to lead societal change to enable the recognition, recovery and resilience of seagrass ecosystems globally; that provide biodiversity, equitable and sustainable livelihoods, and planetary life support.</p> <p>The charity has experienced rapid growth over the past two years with an annual turnover for the last financial year in excess of £800,000. During this time, the charity has expanded to its current staff complement of 17 with additional associates making up the Project Seagrass team.</p>
<b>Main Purpose of Post</b>	<p>Project Seagrass is looking for an ambitious, qualified individual who may be looking for the next step in their career or already have experience operating at this level looking for their next challenge. They will be supporting the charity through a period of fast and innovative change. We are looking for someone who is adaptable, a self-starter and happy to work in a hands-on role.</p> <p>The successful candidate will take responsibility for the day-to-day finance and administrative activities of the organisation, working closely alongside the CEO and executive team. They will be responsible for delivering a financial and management accounting function, providing expert financial advice, guidance and information to support the organisation's business planning, decision making and control as well as ensuring effective day to day management of income, finance and compliance.</p>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Prepare budgets and forecasts and contribute to the Project Seagrass strategy</li> <li>• Maintain all accounting records: processing all income and expenditure, bank reconciliations, project budgets and fund analysis</li> <li>• Oversee Cash management and cashflow</li> <li>• Undertake all finance related administrative tasks ensuring orderly filing of electronic (Dext) and paper documents</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee the production of the statutory audited accounts (SORP) for the Charity in collaboration with the Charity's Auditors</li> <li>• Provide financial advice and direction to the CEO, Executive Team and Board of Trustees</li> <li>• Prepare HMRC returns, compliance, monthly payroll and pensions submissions</li> <li>• Prepare monthly management accounts and commentary for multiple audiences including CEO, Executive Team and other staff</li> <li>• Prepare quarterly financial reports for the Board of Trustees including detailed analysis of income and expenditure</li> <li>• Contribute to funding applications and complete funders' financial reports</li> <li>• Oversee the coordination of incoming donations and payments, including on-line transactions</li> <li>• Oversee the claiming of Gift Aid, ensuring statutory and regulatory compliance</li> <li>• Lead on the maintenance of the Charity's risk register</li> <li>• Ensure an appropriate financial policy and procedures framework is in place to guide the charity's financial decision making</li> <li>• Oversee and report on levels of restricted and unrestricted reserves in accordance with the charity's reserve policy</li> <li>• Implement, review and manage the financial reporting processes</li> <li>• Ensure the Charity's Annual Return is completed, fully compliant and submitted on time to the Charity Commission and Scottish Charity Regulator</li> <li>• Work with budget holders to review performance against budget, investigating variances with budget holders and potential problems and making appropriate recommendations and advising of the impact on the Charity</li> <li>• Attend executive team and Trustee meetings as required to provide information and analysis</li> <li>• Keep up to date with financial developments across the sector, changes in requirements for charity reporting and changes in legislation</li> <li>• Maintain and monitor the Financial Regulations policy document and make recommendations on best practice, good governance, policies and procedures and implement same</li> <li>• Liaise with external organisations to deliver timely invoices for project work</li> </ul>
<p><b>Person Specification</b></p>	<p><b><u>Essential Criteria:</u></b></p> <p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Demonstrable evidence of taking pride in delivering professional services and solutions</li> <li>• Ability to work together in an environment of equality, trust and respect</li> <li>• A commitment to improving the environment and acting in a responsible environmental manner</li> </ul>

	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Relevant accounting qualification (AAT / ACCA / CIMA or similar)</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Proven track record in financial management with a <u>minimum of 3 years' post qualification charity accounting experience</u></li> <li>• Good understanding of the Gift Aid regulations</li> <li>• Experience of managing and working within budgets</li> </ul> <p><b>Knowledge, Skills and Willingness:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of charity finance regulations (SORP)</li> <li>• Excellent leadership skills, always leading by example</li> <li>• Track record of building and maintaining networks and partnerships, ability to work collaboratively</li> <li>• Ability to work independently</li> <li>• Excellent IT skills including knowledge of accounting and payroll software</li> <li>• Evidence of excellent communication skills</li> <li>• Willingness to undertake further training</li> <li>• Be willing to relocate to South Wales</li> </ul> <p><b>Desirable Criteria:</b></p> <ul style="list-style-type: none"> <li>• Experience of setting up a Gift Aid scheme</li> <li>• Experience of project accounting and reporting</li> <li>• Good working knowledge of Xero, Brightpay and Dext</li> <li>• Understanding of operating in the conservation sector</li> </ul>
<p><b>Additional Information</b></p>	<p>Applications are invited based on a <u>2-page CV</u> and <u>2 page covering letter</u> by email to <b>emma.p@projectseagrass.org</b>. Please include in the email details of 2 referees from recent employment.</p> <p><b><i>Cover letter to include evidence of your experience with charity account management and software competencies as well as experience managing and reporting on dynamic budgets.</i></b></p> <p>Informal enquiries: Informal enquiries are welcome and can be directed to Dr Leanne Cullen-Unsworth via email: <a href="mailto:leanne@projectseagrass.org">leanne@projectseagrass.org</a></p> <p>Application Deadline: <b>12pm on Friday, 16<sup>th</sup> December 2022</b></p> <p>Interviews to be held in person the following week.</p>

*Project Seagrass reserves the right to extend the deadline should insufficient appropriately qualified candidates be identified.*