



Job Title	Business and Finance Manager
Reports to	Chief Executive Officer
Responsible for	Reporting to the CEO, you will have an integral role in driving change across the organisation, over-seeing the end-to-end finance operations and driving continuous improvements in account processes.
Salary	£30,000 plus option to join the Charity's pension scheme
Holidays	28 days per year plus public holidays
Contract	Full time, permanent
Hours	37 hours per week to be worked flexibly to meet the requirements of the organisation
Workbase	Office in Ellesmere Port but with travel across Cheshire West
Checks	DBS check and professional references

Role Purpose

We are a charity organisation with a staff of 15-20.

The role holder is responsible for the financial health and business support needs of the organisation, comprising Finance management, Human Resources and development and review of the organisational policies and procedures which enable the effective functioning of whole team.

The role holder will be a part of the Senior Management Team that is responsible for the organisation's growth, service delivery, innovation, sustainability and contractual compliance.

Responsibilities

- Responsible for all aspects of business finance support and human resources, to ensure effective and efficient delivery of services
- Evaluate information and consult with the Senior Leadership Team to prepare a realistic and balanced budget. Manage the forecasting process, including reporting updates to the CEO and Trustees
- Working with the Senior Leadership Team, monitor spending against the agreed budget to achieve value for money and deliver against agreed objectives. In the absence of the CEO, take delegated responsibility for financial decisions
- Support the Development Manager in the monitoring of the funding pipeline and timely invoicing of expected grant payments or contracted instalments
- Establish, review, and update all organisational policies; ensuring policies are fit for purpose, regularly reviewed, and fit the culture of the organisation. Liaise with colleagues for specialist knowledge as needed
- Manage the delivery of HR support, with the support of an existing external HR consultancy agency, to meet the needs of the organisation. Duties to include management of payroll, employment contracts, staff training, employee handbook updates, development and review of employment policies to ensure compliance with legal requirements
- Develop existing performance management frameworks, to ensure that all team members understand their role objectives and their performance is subject to regular review
- Establish and maintain the Health and Safety of the office base, including undertaking regular Health and Safety audits, ensuring compliance with legal requirements
- Lead the mobilization of new and existing service contracts e.g. IT, Telephony, other office costs, to ensure contracts represent best value for money
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT

Responsibilities continued:

- Work as a positive member of the Senior Management Team, driving continuous improvement through flexible and creative responses and supporting the growth/evolution and development of the organisation to meet the developing vision
- Together with other Senior Management colleagues, act as a champion for the organisation; representing and positively promoting the organisation at all times
- Work inclusively and undertake all work in accordance with Passion for Learning's values, policies, principles, and procedures
- Carry out such other duties as deemed appropriate and may be reasonably required by the Chief Executive

PERSON SPECIFICATION

Attributes	Essential	Desirable
EDUCATION TRAINING KNOWLEDGE	<ul style="list-style-type: none"> • CIMA or ACCA Qualification, or BSc(Hons) in Accounting and Finance • Excellent standard of literacy, numeracy, and IT competency and use of MSOffice or similar • Experience using Sage Business Cloud Accounting or similar 	<p>Additional HR Qualification or experience in HR matters</p> <p>Demonstrable knowledge and understanding of the challenges faced by third sector organisations working with young people.</p>
RELEVANT EXPERIENCE (Paid or Voluntary)	<ul style="list-style-type: none"> • Third sector financial experience • Experience of HR and people management to include the development of, or checking compliance against organisational HR policies • Understanding, and the implementation of, GDPR protocols • Experience in developing and maintaining organisational policies and procedures • Experience of project spend management against project income and reporting to relevant budget holders • Experience of financial budgeting, forecasting, and reporting, including short, medium and long-term cashflow projections • Experience in networking and working collaboratively, demonstrating an understanding of the voluntary and community sector • Experience of managing the delivery of statutory training such as first aid, health and safety, and safeguarding • Experience of identifying and sourcing training solutions for individuals and teams 	

SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Good analytical and numeracy skills • High level of communication and interpersonal skills • Ability to manage meetings and deliver presentations • Ability to be proactive and to problem solve, including seeking creative or imaginative solutions • Able to demonstrate commitment to innovation and ability to support innovation and continuous improvement in practice • Self-motivated and self-disciplined, able to work independently and prioritise own workload • Ability to work under pressure and deliver to deadlines, and cope effectively and/or support others to cope effectively with difficult situations • Good organisational skills and ability to work across a number of tasks and work areas with proven attention to detail 	Managing projects e.g. introducing new finance or IT systems
PERSONAL ATTRIBUTES & OTHER FACTORS	<ul style="list-style-type: none"> • Self-motivated, enthusiastic and 'can do' attitude to provide positive leadership in a changing environment • Ability to work and travel flexibly • Positive, professional, and pragmatic approach • Honest and trustworthy • Commitment to equality and diversity • Clear DBS and satisfactory references 	Full driving licence with use of a vehicle