

## Role Description

<b>Job title:</b>	<b>Finance Manager</b>
Team:	Operations
Line manager:	Head of Operations
Direct reports:	One
Key internal relationships:	<ul style="list-style-type: none"> <li>• Senior management team</li> <li>• Fundraising team</li> <li>• Employees of Christian Concern and Christian Legal Centre</li> </ul>
Key external relationships:	<ul style="list-style-type: none"> <li>• Christian Concern supporters and donors</li> <li>• Suppliers to Christian Concern</li> <li>• Bank</li> <li>• Accountant</li> <li>• Statutory and regulatory bodies</li> </ul>

## Purpose

We're a growing movement of Christians passionate about seeing the love, justice, truth, freedom and hope of Jesus at the heart of society. We need effective financial management which serves the vision and mission of the organisation. The role of our finance manager is to lead our finance team in delivering day-to-day finance and accounting services for three registered companies, and to serve the senior management team and company directors in ensuring effective financial governance of the organisation, in pursuit of organisational strategy.

## Main responsibilities

- 1 **Budgeting**
  - Prepare and present annual budget (consolidated across organisations) for approval by senior management team
  - Train and assist teams within the organisation in preparing and monitoring budgets and costs for specific projects and activities
- 2 **Providing management information**
  - Provide regular management accounting reports to Head of Operations and senior management team
  - Provide analysis and recommendations with respect to variations from budget
  - Investigate and highlight potential cost savings
- 3 **Preparing and submitting annual accounts**
  - Prepare annual accounts (for three registered companies)
  - Liaise with external accountants and ensuring that annual accounts are examined and signed-off, in a timely manner
  - Ensure that annual accounts are submitted to Companies House in a timely manner
  - Ensure compliance with all relevant legislation and regulation

- 4 **Ensuring compliance and regulation**
  - Ensure compliance with all relevant accounting, tax, data and charity legislation and regulation
  - Implement best practice for compliance and control processes
  
- 5 **Authorising expenditure and making payments**
  - Manage monthly cashflow
  - Make payments to suppliers
  - Authorise and process expenditure requests received via purchase order system, in accordance with financial control / authorisation policies
  - Process and pay staff expenses promptly, in accordance with financial control / authorisation policies
  - Review and report to senior management team on efficacy and efficiency of financial control processes, and improve where necessary
  
- 6 **Administering payroll, pensions, payments, special leave arrangements etc.**
  - Manage payroll for c. 25 employees, ensuring correct and timely payments to employees, HMRC, pensions provider etc..
  - Process new staff 'joiners' and 'leavers', including collection and processing of relevant personal information, processing of P45s, notification to HMRC etc.
  - Process special leave arrangements (e.g. maternity, paternity, shared parental leave, unpaid / study leave etc.)
  - Manage and monitor employee absence management system, including collection of additional information where needed (e.g. sickness notes)
  - Provide information and answer questions from employees and others about employment, pensions, leave entitlement etc.
  
- 7 **Overseeing daily book-keeping**
  - Line manage Accounts Officer / Bookkeeper
  - Oversee daily bookkeeping activities
  - Ensure that daily banking takes place
  - Deal with any queries or problems in day-to-day bookkeeping
  - Provide or arrange training as required
  - Ensure that financial information about donation income is properly recorded, and that data from supporter relationship management system is reconciled with financial records, and any anomalies dealt with
  - Ensure that charts of accounts and cost-centres are fit for purpose and used consistently and appropriately

## Priorities

We're looking for a finance team with the following characteristics:

- **Popular with stakeholders:** we want great reviews from both colleagues and external stake-holders (mostly Christian Concern stake-holders or suppliers). We need colleagues to feel that our finance team is friendly, 'on their side' and committed to helping them achieve organisational goals. We want external stakeholders to feel that the dealings with our finance team are helpful, professional and efficient.
- **Happy, productive and developing:** we want a team marked by good relationships, with a strong sense of collaboration, mutual support and mutual respect. We want the team to feel that there is effective communication and a strong, clear sense of vision and values. We also want the team to be positive about personal and collective development, and to evidence of growth in skills, knowledge and/or ways of working effectively together.

- **Efficient in managing income and expenditure:** we need our income and expenditure to be processed and recorded promptly, efficiently, and accurately. We also need a team that manages projections and cash flow effectively.
- **Provides financial management information that helps the organisation succeed:** we need accurate, relevant, timely and clear financial information to help the organisation achieve its goals. We're looking for a team that works hard to present information in the best possible way to enable organisation-wide success.
- **On top of relevant governance, regulation and compliance requirements:** we need to know that all relevant requirements will be met promptly and accurately. We need tax and pension matters to be handled correctly, and accurate accounts to be filed on time, for example. And we need a team that stays up to date with the latest compliance and governance standards and ensures that we meet them.
- **Organised, documented and resilient:** we want to see an approach to business processes and record-keeping that is robust, organised and well-documented, and provides suitable resiliency in the face of unexpected disruptions.
- **Implements best practice and new ways of working:** we want a team that is open to and enthusiastic about change where that will help the team work more effectively and/or serve the organisation. We want to see a team that is proactive in identifying and implementing changes to processes, practices and technology where they will be beneficial.

## Key characteristics

This is what we think you'll need to be to succeed:

- **Godly:** you'll need to love God and others, to be passionate about our vision, want to see Jesus made known and be committed to our mission.
- **Honest and trustworthy:** you'll need to demonstrate the highest standards of honesty, integrity and transparency, and welcome appropriate scrutiny, especially in financial matters.
- **Responsible and accountable:** you'll need to be ready to agree quarterly objectives and outcomes, welcome accountability and take responsibility for your team's performance.
- **Able to motivate and manage others:** you'll need to communicate clearly, build trust and respect, set clear expectations, articulate clear vision and values, and be ready to motivate, encourage and challenge, as needed.
- **Approachable and helpful:** you'll need to make it clear that you're ready to help others (even when doing so may create more work for you) and remain calm, patient and positive even when you encounter frustration or impatience in others. We can't afford for you to feel that 'colleagues get in the way of you doing your job'!
- **Professional in appearance and manner:** you'll need to relate appropriately to a wide variety of people and able to 'read the occasion', being smart in appearance and 'getting the tone right' in communications and meetings.
- **Structured, organised and meticulous:** you'll need to have high standards, care about getting the detail right and quickly spot errors and omissions. You'll need to plan your time well and be able to keep on top of a wide variety of smaller tasks, with a strong drive to complete things without being chased. You'll need to be excellent at executing routine tasks and ruthless about keeping records and documentation up to date.
- **Robust:** you'll need to have the confidence to sometimes say 'no' or 'wait'— for example, where you're aware of compliance or governance implications. It probably won't happen often but we need to know that if you see a potential problem you will stick to the agreed process and escalate things to your line manager.
- **Able to cope with some ambiguity:** you'll need to demonstrate some flexibility and be able to function in an environment where structure or supervision may be limited and priorities can change (as we are a fast-paced, responsive organisation).
- **Able to see the bigger picture:** you'll need to look beyond routine tasks and processes and remember why they exist and what they seek to achieve for the organisation. At times, you will need to suggest or

find better ways of doing things in light of the bigger picture.

- **Eager to grow and interested in improving things:** you'll need a desire to grow and develop - both for yourself and for the team, to be stretched, and to value feedback, whether positive or negative.
- **Eager to learn and grow:** you'll need to be keen to improve, develop and be stretched, and value feedback, whether positive or negative.

For more detail about what we're looking for, see the person specification below.

## Person specification

Vision and values	
Passionately supportive of Christian Concern and the Christian Legal Centre's vision, mission, ethos and our stance on campaign issues and cases	Essential
Willing to represent us and our message and mission through various channels (e.g. through public-facing role at Christian Concern events, email communications with supporters)	Essential
Willing to lead prayer and biblical reflection, and participate in our weekly prayer meeting	Essential
Committed to our Christian beliefs (as set out in our statement of faith) and to living and working in accordance with them, to recognising the authority of the Bible in all matters, and to maintaining your own discipleship of Jesus and being a good role model inside and outside the organisation.	Essential
Existing understanding of Christian Concern's main campaign issues and the theological principles underpinning our approach	Desirable
Character and temperament	
Always acts with the highest levels of honesty, integrity and transparency especially in financial matters, welcomes accountability and scrutiny	Essential
Takes responsibility for relevant team's activities, outcomes and performance against agreed goals	Essential
Doesn't need to be reminded about delegated tasks, keeps projects and responsibilities on track despite setbacks, hits deadlines	Essential
Highly organised, taking a structured approach to work, can be relied upon to execute routine tasks and keep excellent records, without close supervision	Essential
Excellent attention to detail, highly committed to accuracy and precision	Essential
Works effectively in a rapidly-changing and sometimes pressured environment, can cope with change and uncertainty	Essential
Communicates and works well with others (being friendly, patient and	Essential

helpful) even when under pressure		
Works hard to understand needs of stake-holders (internal and external) and develops processes in order to meet requirements and/or manage expectations		Essential
Eager to grow and develop, and to help others do the same		Essential
Willing to work flexibly when needed, including occasional working out of normal office hours / being on-call		Essential
Takes initiative, can work effectively on project or routine work, even where structure or supervision is limited		Desirable
Interested in latest developments in relevant fields (e.g. finance, pensions) and how these might benefit / apply to the organisation		Desirable
<b>Experience</b>	<b>Level req'd</b>	
Work in an accounting role	At least 3 years	Essential
Financial management in charitable or not-for-profit context		Desirable
Managing others		Desirable
Using Quickbooks Online or Xero		Desirable
Using payroll software and HMRC portal		Desirable
Using cloud-based purchase order systems and e-commerce systems		Desirable
<b>Skills and knowledge</b>	<b>Level req'd</b>	
Inter-personal skills	Good	Essential
General IT skills	Good	Essential
Microsoft Excel skills	Excellent	Essential
Other Microsoft Office skills	Good	Essential
Knowledge of current pension legislation, regulation and provision		Desirable
Knowledge of current charity legislation and regulation		Desirable
<b>Qualifications</b>		
MAAT, ACMA, ACCA or equivalent		Essential
Degree level or equivalent		Desirable
Full, clean UK driving licence		Desirable

**Additional Information:**

You may be required occasionally to carry out other reasonable activities necessary to ensuring that the work of Christian Concern and the Christian Legal Centre is carried out effectively.

There is an occupational requirement that the successful candidate be a practising Christian, committed to the upholding the Christian Concern statement of faith in lifestyle and belief.

**For office use:**

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