



Finance Manager

For an informal and confidential discussion about the role, please contact our recruitment partner:

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Application is by way of a CV and a Supporting Statement.

How to apply

Application is by way of CV and a Supporting Statement.

Closing date: 5th July 2021

Selection and timescales:

There is a two stage selection process.

The format of the interviews will be determined by the COVID-19 guidelines and restrictions that apply at the time.

Accessibility:

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview. Any requests will not be taken into account in the selection process.



Finance Manager

Variety, the Children's Charity

£35,000 - £40,000 per year

Permanent, Full-time, 35 hours per week

Role Summary

We are seeking a full-time Finance Manager who will have day to day responsibility for the organisation's finances, supervise 3 members of staff, and will report to the Head of Finance and Operations, and work closely with other colleagues.

This is a varied and dynamic role and the post holder will help set and manage budgets, maintain accurate financial records, prepare financial reports, provide support during the annual auditing process, and ensure all financial and compliance requirements are met.

With a relevant accounting background, qualified or part qualified studying towards an accounting qualification (ACCA/CIMA) or similar and/or qualified by experience, you will have an excellent understanding and experience of financial planning, demonstrable experience and ability using computerised accounting software/databases, bookkeeping and Excel to an advanced level.

You will be well organised with a high level of attention to detail, be able to communicate effectively with financial and non-financial staff, and have the ability to both organise and prioritise your own workload, and work flexibly and pro-actively.

About us:

Variety, the Children's Charity

In the UK there are more than 1.3 million disabled children and young people and nearly four million children living in poverty. Variety, the Children's Charity, exists to improve their lives.

Variety is a grant-giving charity that provides practical, tangible, direct help that makes an immediate difference to children and young people, as well as their parents and families. We do this through funding wheelchairs, specialist equipment, adapted accessible transport in the form of our Sunshine Coaches and memorable experiences through our Variety Great Days Out programme. We aim to help children have fewer bad days and more great days by facilitating their independence, freedom, dignity and greater self-esteem, so helping them to make the most of their childhood. Our focus is on supporting children aged 18 and under.

Variety in the UK is part of a global organisation, currently active in 17 different countries. Since setting up its UK division in 1949, the charity has raised close to £300 million, and supported countless children affected by disability and disadvantage.

Variety Finance Manager

JOB DESCRIPTION

Role:	Finance Manager
Responsible to:	Head of Finance & Operations
Location:	Camden, London
Hours:	35 hours per week
Salary:	£35 – 40k (depending on experience/qualifications)

JOB PURPOSE

The Finance Manager is responsible for the smooth running of all aspects of the financial management of Variety. The purpose of this post is to:

- Support the Head of Finance & Operations to ensure good financial governance of the charity's finances and work to help implement Variety's financial strategy.
- Develop, maintain, and monitor all financial reporting systems within the charity.
- Provide a high quality and effective financial management service to the charity.

ROLE RESPONSIBILITIES

Budgets

- Prepare and maintain the annual income and expenditure budget and cashflow with input from the Chief Executive/ Senior Leadership Team (SLT) as required.
- Assist staff in the preparation of project budgets for funders/donors and ensure these are linked to the overall annual budget and other financial reporting systems.
- Monitor the budget and cashflow against actual income and expenditure on an on-going basis and report variances.
- Reforecast budgets and cashflows on a quarterly basis.

Accounting systems

Maintenance of all accounting records on an ongoing basis to ensure:

- All income and expenditure are properly approved, processed, and recorded.
- All assets, debtors, creditors, accruals, and prepayments are recorded onto the accounting systems.
- Monthly cash management and bank reconciliations are carried out and recorded.

- Proper month-end and year-end financial procedures are followed.

Reports

Produce regular management information for the Head of Finance and Operations/Chief Executive and Trustees:

- Provide regular monthly management financial information to include management accounts, cash flow forecasts and balance sheet.
- Prepare quarterly financial reports for the Head of Finance & Operations/Chief Executive and Board of Trustees including detailed analysis of income and expenditure.
- Reports on individual activities including projects, contracts, grants, trusts and foundations, and other income and expenditure.
- Reports on month-end debtors and creditors.

Audit

- Support the Head of Finance & Operations in the preparation of the statutory accounts and in the planning and preparation of the annual external year-end audit.
- Ensure all records and information are made available in a timely and accurate manner prior to the audit taking place to ensure a smooth and efficient audit.
- Liaise with the external auditors as and when necessary.
- Ensure all financial information is made available in an accurate and timely manner to our funders and donors where a project or grant audit is required.

Income Generation & Fundraising

Maintain records of all income to ensure:

- All income is invoiced, or grants collected and received in a timely and accurate manner.
- All individual donations and fees are received and properly recorded on our financial database and that individual donors are thanked.
- The most tax-efficient solutions are applied to fundraising income and other schemes, and these are claimed in a timely and accurate manner and records of gift aid are kept and are HMRC compliant.
- Assistance given with applications for funding ensuring that all grants, sponsorship, and donations are paid on time and the financial conditions met.
- Maintain banking records for specific funding streams and ensure correct allocation of funds.
- Maintain records and ensure compliance with all funders' conditions of grant and maintained in line with legal requirements under Charities Act and auditing requirements and standards.

Other

- Supervise the Purchase Ledger Officer (P/T), Accounts Assistant (F/T) and regional Finance and Events Manager (P/T). Please note the supervision of this post will only extend to the finance responsibilities of the role.
- Contribute to the Risk Register.
- Assist the Head of Finance & Operations with the monthly payroll.
- Keep abreast of current legislation and best practice.
- Work closely with the Head of Finance & Operations and other colleagues

as part of a mutually supportive team.

- To carry out other duties appropriate to the post as requested by the Head of Finance & Operations or the Chief Executive.
- To comply and carry out duties regarding all policies and procedures of the organisation.
- Undertake any other duties that may from time to time be required.

Variety Finance Manager

PERSON SPECIFICATION

Essential Skills and Experience

- Relevant accounting background, qualified or part qualified studying towards an accounting qualification i.e., ACCA/CIMA, or qualified by experience.
- Thorough practical up-to-date understanding of management accounting principles and techniques.
- Preparation and production of management accounts and financial reports and analysis.
- Ability and experience of using computerised accounting software/databases, bookkeeping and Excel to an advanced level.
- Preparation of an organisational annual budget.
- Experience of the year-end audit process with external auditors.
- Excellent analytical skills and ability to think strategically.
- High degree of communication skills particularly attuned to conveying complex financial concepts to non-financially trained colleagues and volunteers.
- Used to working in a demanding environment and providing accurate and timely information to a high standard.
- Ability to organise and prioritise own workload and work flexibly and pro-actively and use own initiative.
- The ability to liaise with external organisations and stakeholders.
- Sensitivity to difference and diversity and a commitment to putting equal opportunities principles into practice.
- Compassion for the issues facing disabled and disadvantaged children and their families.

Desirable qualities and skills

- Production of annual statutory accounts and an understanding of charity accounting and SORP.
- Experience of the charity sector.
- Supervision of staff members.