



Job title:	Finance Manager
Term:	Permanent
Location:	London (Kings Cross)
Hours:	Full Time (0.8 FTE also considered)
Salary:	£30,000 - £40,000
Reports to:	Chief Executive/Development Director
Direct Reports:	Fundraising and Resources Assistant (dotted line)

About Khulisa

[Khulisa](#) is an award-winning, highly effective national charity that specialises in preventing and reducing crime by addressing the root causes of a person's behaviour. Having worked in the UK for 10 years, and in South Africa for over 25, we are experts in resolving conflict and reducing violence in some of the world's most volatile communities.

Our programmes empower at-risk youth, prisoners and ex-prisoners to develop their own alternatives to violence and crime, improve their futures and create stronger and safer communities. Our trained therapists deliver one-to-one and interactive group programmes in schools, prisons and community centres that use creative techniques to develop emotional literacy and resilience. We also provide mentoring and ongoing support for ex-prisoners upon release from prison. To date we have helped over 3,500 people to live healthy, crime-free lives.

In addition to working directly with young people, we have also provided training to over 2,000 parents, carers and professionals (such as teachers, social workers, prison officers, and police officers) and equip them with skills to resolve conflict more successfully. Our support helps professionals prevent violence and to create safer, more effective institutions.

About the role

The Finance Manager is an integral member of our team and will work closely with the Chief Executive and Senior Leadership team. This role is responsible for the day to day accounting and financial management of the charity, including budgeting, reporting on the financial performance. The Finance Manager will also contribute to developing and embedding a sustainable funding model for the organisation, supporting the development of bids and proposals led by the Fundraising team.

Khulisa is midway through their 2017-2020 growth strategy; the current turnover is £0.6m (raised predominantly through grants from trusts and foundations and a small proportion of contracted income). By 2019/20, Khulisa will raise over £0.85m from a more diverse range of sources, including delivering commissioned services to schools and prisons, and donations from corporates and major donors. The Finance Manager will play a key role in supporting the organisation through this growth period, providing both operational and strategic support to the team and Senior Leadership team.

Responsibilities

Financial Strategy

- Contributing to the strategic direction of the Charity by Leading the organisational budgeting process
- Ensuring that the appropriate processes are in place to ensure the long-term financial viability of the charity, advising directors on the financial consequences of proposed actions
- Ensuring all financials, including donor information, are compliant with UK company and charity law and all statutory reporting requirements are being met
- Supporting and maintain financial policies and procedures for Khulisa
- Maintaining regular liaison with the Treasurer to the Board of Trustees
- Ensuring financial policies and procedures are up to date and reflect best practice
- Ensuring appropriate risk management techniques and financial controls are embedded throughout the charity at strategic and operational levels
- Identifying opportunities to minimise financial risk in future endeavours
- Supporting the Fundraising team by reviewing and updated the team on progress towards fundraising targets, and contributing to the design of the fundraising strategy

Financial Operations

- Managing the day-to-day financial operations for the team including payroll, invoicing, raising sales invoices and matching payments, expenses and other ad-hoc transactions
- Managing the reconciliation of the bank account and petty cash
- Ensuring pension payments are processed on a timely basis and liaising with pension provider
- Monitoring expenditure against budget and reporting any variances across all cost centres
- Administrating all Gift Aid claims

Financial Reporting

- Preparing project budgets and expenditure reports for restricted project proposals,
- Producing and presenting all internal financial reports including: Cash flow forecasting; Leading on all preparations for the annual audit in line with SORP regulations; Producing and presenting all monthly and quarterly Management Accounts
- Monitoring and reporting on all donations received on the monthly basis; reconciling all donations to donor accounts

Other Activities

- Support staff in the development of funding proposal/budgets and occasionally join funder meetings, if required
- Support in the development of longer term financial targets and measures linked to Value for Money
- Completion and submission of the Annual Returns for Charity Commission and Companies House
- Ensure appropriate backups of financial information are stored safely and securely
- Offer support with financial aspects of contract negotiations
- Provide management, support and development to team members within their areas of responsibility

Person Specification

Personal Characteristics

- Authentic (open & honest)
- Compassionate & respecting others views
- Calm & flexible
- Strong interpersonal skills

Specialist knowledge and experience

- Advanced level in excel and Sage
- Good level of understanding related to charity finance
- Experience of motivating and empowering others in order to reach goals including setting and monitoring objectives and performance; conducting appraisals and seeking development opportunities for others

Planning

- Establishes procedures for monitoring progress against plans and objectives
- Manages the activities of self and others through effective prioritising, organising, planning and scheduling of activities and resources
- Is agile, works with the organisation to confirm priorities when facing conflicting agendas

Teamworking

- Builds a sense of team spirit, encouraging shared ownership of objectives and deliverables
- Promotes a team ethos across organisation boundaries
- Makes time to get to know individuals, listens to and builds understanding of their skills, interests and motivations, to work together more effectively

Professionalism

- Considers how best to add value and ensures own expertise is sufficiently developed to do so
- Ensures high standards are achieved and that organisational and colleagues' financial needs are fulfilled
- Provides formal and informal development support to peers in the organisation

Determination

- Leads delivery at a team level by prioritising, setting clear milestones and establishing unambiguous measures
- Maintains enthusiasm and commitment to deliver results in the face of difficulties

Communication

- Makes the complex or ambiguous clear for others, enabling people to participate in debate and discussion
- Produces written communication which is fluent, clear, concise and tailored to intended recipient(s).
- Tailors communications to appeal to, include and engage different audiences



People Management

- Motivates and empowers others in order to reach goals
- Provides clear direction to others.
- Supports staff to identify and meet development needs
- Recognises and rewards good performance
- Rigorously tackles any poor performance of individuals
- Supports staff if things go wrong rather than assigning blame

How to apply

For an informal discussion about the role, please contact:

Shivani Smith, Principal Consultant on 07985 712 387 or email shivani.smith@nfpconsulting.co.uk
Application is by way of CV and a Supporting Statement, which should concentrate on the experience and knowledge requirements and be around 1,000 words max.

Closing date: 12pm Monday 9th April

Selection process and timescales

Stage 1: First round of screening interviews conducted by NFP Consulting and members of the Khulisa team – w/c 16th April

Stage 2: Formal panel interview involving trustees and staff

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, completing the online exercise. Any requests will not be taken into account and do not affect your equal opportunity in the selection process.