

YMCA CHELTENHAM JOB DESCRIPTION

POSITION TITLE:	Finance Manager
RESPONSIBLE TO:	Chief Executive
RESPONSIBLE FOR:	Finance Assistant

Cheltenham YMCA is wholly committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all our staff and volunteers to share this commitment.

Job Purpose

- This is a key post at Cheltenham YMCA and the post holder will be required to develop and maintain effective financial and administrative procedures and controls to ensure the smooth running of Cheltenham YMCA, whilst respecting the Christian ethos of the YMCA and upholding its values.
- Occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the CEO.

PRINCIPAL ACCOUNTABILITIES

- a) Prepare management accounts on a monthly basis and other reports as required by the CEO and Board of Directors.
- b) Preparation of cashflow plans and reports.
- c) Prepare the administration for, including taking the minutes of and attending, monthly Finance Committee meetings.
- d) Prepare VAT, PAYE, NI, Gift Aid and Pension returns as required and liaise with the Auditors when necessary.
- e) Maintain holiday records and post on the vacation calendar on the intranet.
- f) Prepare payroll on a monthly basis.
- g) Arrange transfer of funds as necessary in order to maintain appropriate bank balances.
- h) Assist with the preparation and monitoring of annual budgets.
- i) Assist with preparation of strategic business plans.
- j) Assist with preparation of year-end Statutory Accounts/Schedules.
- k) Assist with both regular and annual audit processes.
- l) Ensure that all telephone, e-mail and financial enquiries received by post are dealt with in an efficient and courteous manner.
- m) Improve the operation and efficiency of the finance section within the finance team.
- n) Recommend new finance methods or strategies.
- o) Monitor utility bills and regularly review with the assistance of an outside consultant to obtain the best deal.
- p) Monitor Family Space finances, inspect statutory accounts and advise as necessary.

- q) Administer Clubrunner Membership system, monitor AMIS Housing Rent Accounting system and manage direct debits and BACs as necessary.
- r) Administer the annual insurance documentation.
- s) Provide on-the-job finance training for other staff.
- t) Supervise the finance assistant.
- u) Undertake any other appropriate duty as directed by the CEO.

The job description is a guide to the nature of the work required of a Finance Manager. It is not wholly comprehensive or restrictive and does not form part of the contract.

DIMENSIONS OF THE ROLE:

The post holder will be required to develop good relationships with directors, staff, suppliers and customers.

Knowledge: We are looking for:

- Good IT skills including a good working knowledge of Sage Line 50 (Accounts & Payroll), and also Microsoft Office packages (essential)
- An interest in the work and ethos of Cheltenham YMCA (essential)
- Financial Management

Skills: We are looking for someone who is/has:

- Organised, able to manage his/her own workload and motivated (essential)
- Reliable and responsible (essential)
- Good interpersonal, verbal and written communication skills (essential)
- An eye for detail (essential)
- A flexible approach to work
- An effective team worker (essential)
- Friendly and pleasant (essential)

Experience: You will need to have:

- At least three years' experience in a financial administration role (essential)
- Experience of dealing with customers over the telephone and in person (essential)

Qualifications:

- Accountancy qualification or part-qualified status (essential)

GENERAL INFORMATION RELATING TO THE POST OF FINANCE MANAGER

This information is not contractual and is intended only as a guide to the terms and conditions which may accompany this role. All terms and conditions of employment will be confirmed prior to appointment.

Cheltenham YMCA is a registered charity based in the heart of Cheltenham. As well as providing housing and a supportive environment for young people, Cheltenham YMCA is recognised for its contribution to the local community, including its health and fitness programmes and youth work.

Appointment

This is a permanent contract. If an offer of employment is made it will be subject to:

- References received to the satisfaction of Cheltenham YMCA
- Qualifications checked
- Successful completion of a probationary period
- Clear DBS Check at the enhanced level

The post will be based at 6 Vittoria Walk, Cheltenham, Gloucestershire, although it may be necessary to work at other locations from time to time.

Salary

The salary range for this post is YMCA Grade H (£30,000-£35,000). As a charity, Cheltenham YMCA appoints on the salary scale based on the applicant's skills, knowledge and experience. Payment is made monthly in arrears by credit transfer to a bank or building society account.

Hours of Work

30-37.5 hours per week (depending on candidate). Cheltenham YMCA would consider a job share approach to this role.

Holiday Entitlement

Full-time employees receive 20 days' annual leave a year plus Public Holidays recognised by Cheltenham YMCA. After two years' service an additional day per year is added, up to a maximum of 25 days' plus public holidays. The annual leave year runs from 1 April to 31 March. Dates for annual leave must be agreed in advance in accordance with the annual holiday policy.

Notice

This appointment is subject to satisfactory completion of a three-month probationary period, though this may be extended if more time is needed to assess an employee's suitability for employment. During this period the post will be subject to one week's notice on either side.

A minimum of three months' notice in writing on either side will apply after the probationary period has been confirmed.

Pension

Subject to certain criteria set by Government, you will be auto-enrolled into our chosen workplace pension scheme. The default position on Auto-Enrolment will be for your contributions to be made on a Salary Exchange basis, but you will have the option to opt-out of this arrangement.

Health & Safety

All employees are expected to observe the Health and Safety at Work Regulations as they apply to Cheltenham YMCA in accordance with statutory requirements.

Contract

All offers of employment are subject to the requirement to sign the Cheltenham YMCA contract of employment.

Equal Opportunities

Cheltenham YMCA is committed to equal opportunities and appoints on merit. We welcome applicants from all sections of society regardless of gender, sexual orientation, race, disability, marital status, age and religion, perceived community background or political beliefs.

Safeguarding Children

Cheltenham YMCA actively promotes a "safeguarding children culture" within the organisation in line with the Children Act 2004. As such each employee is expected to carry out their role and responsibility in relation to a child's/children's or vulnerable adult's welfare. We are committed to ensuring that all employees are supported in respect of their safeguarding children or vulnerable adult duties.

Training

The Board of Directors encourages participation in in-service training.

Fitness Centre Membership

To encourage a healthy staff team, a free membership entitling you to use the facilities is issued to all staff members. This does not form part of the contract and may be withdrawn at any time in the future.

Bike2Work Scheme

To encourage a healthy staff team, the Bike2Work scheme has initially been opened up to full time permanent employees. Again this does not form part of the contract and may be withdrawn at any time in the future.

The purpose of this information is solely to provide prospective candidates with details relating to the post. It may not be construed as an offer of employment, nor does it form part of the contract of employment or the role profile.

PERSON SPECIFICATION

POSITION TITLE: Finance Manager

RESPONSIBLE TO: Chief Executive

Requirement	Essential	Desirable	Application Form	Selection Test	Interview
Knowledge					
K1. Substantial knowledge of finance IT systems	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
K2. Experience of change management		<input type="checkbox"/>			<input type="checkbox"/>
K3. Knowledge of basic health and safety in the workplace		<input type="checkbox"/>			<input type="checkbox"/>
K4. Experience of working within a performance management framework		<input type="checkbox"/>			<input type="checkbox"/>
K5. Knowledge of Financial Management including Sage Accounting, Payroll, VAT, procedures and systems	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Skills					
S1. Good interpersonal, verbal and written communication skills	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
S2. Good organiser and able to manage his/her own workload and be self-motivated	<input type="checkbox"/>		<input type="checkbox"/>		
S3. Well developed IT skills with specific skills in Microsoft Office and Sage Line 50 Accounting	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Experience					
E1. At least 3 years' previous experience of working in financial administration, management or appropriate alternative	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Education					
Q1. A Level or further education	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Q2. Undertaken additional financial training	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Christian Ethos					
V1. Willing and able to implement Cheltenham YMCA's values within their work	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
V2. Willing and able to work within the Christian Purposes and Vision of Cheltenham YMCA	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Personal Qualities					
P1. Reliable and responsible	<input type="checkbox"/>				<input type="checkbox"/>
P2. An effective team worker with a friendly and pleasant manner	<input type="checkbox"/>				<input type="checkbox"/>
Circumstances					
C1. Able and willing to have a flexible approach to work depending on the specific demands of the job	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Health					
H1. Able to meet the requirements of the post with or without reasonable adjustment	<input type="checkbox"/>		<input type="checkbox"/>		
Equality and Diversity					
O1. Commitment to implementing Equality and Diversity Policy	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>