



Job description - Finance Manager

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| Hours | 30 hrs per week (0.8FTE) |
| Location | Based in Devizes* |
| Salary | £32,000 – 35,000 pro rata + pension |

The opportunity

You have an opportunity to join one of the UK's leading Community Foundations. You will be responsible for our financial compliance and reporting, along with managing the day to day workload of the Finance function.

Working closely with our Joint Chief Executives, Senior Management Team (SMT) and our Finance Assistant you will provide financial expertise throughout the organisation, you will play a key role in our team, helping the whole organisation to work efficiently and effectively, enabling us to maximise our impact in local communities.

About Wiltshire Community Foundation

Wiltshire Community Foundation is an independent charity. We exist to tackle disadvantage and strengthen local communities by inspiring philanthropy and supporting the voluntary sector.

Our mission is to maximise the impact of charitable activity by connecting people, information, and resources.

We are the UK's oldest Community Foundation and the largest grant-giving organisation in Wiltshire and Swindon. Since 1975, thanks to the generosity of our donors, we have awarded over £17million in grants to individuals, charities, and community groups across the county.

Over the next five years, we will continue to develop our understanding of local needs and will invest £10million to help people and communities thrive across Wiltshire and Swindon.

Wiltshire is an amazing county in which to grow up, live and work. But lots of local people face considerable challenges in their lives, whether through disability, poor health, poverty, or disadvantage. Our funding plays a vital role in helping to reduce this disadvantage, creating stronger communities, and changing thousands of lives across the county every year.

Our main office is based in the beautiful market town of Devizes, *although at the present time most of the staff team are working from home.



The role

You will bring both energy and enthusiasm to the team, ensuring financial activities are carried out efficiently, effectively, accurately and in a timely manner, enabling us to achieve our charitable mission.

The focus of the role will be on financial compliance and reporting throughout the organisation, along with managing the day to day workload of the Finance function. You will ensure the SMT have up-to-date and accurate records for reporting to the Board, whilst also overseeing Accounts Payable, Grants Payable and Accounts Receivable. You will also provide accurate fund reporting for donors and prepare the Annual Report & Financial Statements.

You will be provided with training on our IT and finance systems.

The successful applicant will always be expected to observe our values and policies and to actively engage with continuous professional development.

Person Specification

Skills, Knowledge and Experience (essential unless otherwise noted):

- Ideally at least two years' experience in a similar role
- Minimum of AAT Level 4, preferably ACMA/ACCA/ACA
- Experience of accounting software (essential), Sage (desirable)
- Experience of working with CRM systems and Microsoft Office, including Office 365
- Knowledge of charity finance (desirable)

Personal qualities and attributes:

- Excellent interpersonal and communication skills
- Able to work under own initiative but also able to request support when necessary
- Confident managing a busy and varied workload and able to prioritise effectively
- Good problem-solving competencies
- Understanding of the role of local charities, voluntary organisations and social enterprises, and the people they help

Key Areas of Responsibility (including but not limited to):

Budgeting & Reporting:

- Working closely with the SMT to produce an accurate annual budget and annual reforecast of the longer-term financial plan
- Preparation of the Annual Report and Financial Statements in accordance with the Charity SORP and FRS 102, including a full and complete audit file and being the main contact for our auditors



- Preparation of quarterly management accounts, including full reforecast and commentary on variances against prior forecast and budget

Financial Oversight:

- Review and approval of monthly Accounts Payable and Grants Payable payment runs
- Review and approval of weekly bank reconciliations
- Completion of and review of quarterly reconciliations across the organisational trial balance
- Financial scrutiny and input into the organisational Risk Matrix

Fund Management:

- Ongoing maintenance of the fund structure within the financial system and CRM system
- Completion of quarterly reconciliations of all fund balances between our financial system and our CRM system
- Annual and ad-hoc financial reporting to our stakeholders

Cash Management:

- Ensuring cashflow is sufficient to meet our liabilities
- Ensuring provision of banking services meet our needs
- Maintaining mandates and payment approval processes

Investments:

- Overseeing the investment reporting process
- Liaising with investment managers where required
- Attending quarterly investment committee meetings where required

Staff Management:

- Active management of our Finance Assistant ensuring they have the support required to meet their own objectives
- Completion of annual Professional Development Reviews for our Finance Assistant

Other:

- Attend meetings as required
- Facilitate the Finance, Audit & Risk committee meetings
- Undertake any other reasonable responsibilities to contribute to the development of the Wiltshire Community Foundation as requested

Please apply by completing the application form and return it to vicky.hickey@wiltshirecf.org.uk. Deadline for applications is 10am Monday 1st February 2021. First interviews will be held via Zoom in mid February 2021