



Post:	Finance Manager
Hours:	22.5 per week
Salary:	£30,000 pro-rata (actual salary £17,036 - £18,000)
Location:	Kenburgh House
Responsible to:	Chief Executive Officer
Annual leave:	25 days pro-rata
Pension:	We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme).
Probationary Period:	6 months

### **Context**

Mind in Bradford is a registered charity with a clear purpose to promote mental wellbeing and empower and help people experiencing mental health problems to manage and work towards recovery and fulfilment. We do this through:

- Building community and individual resilience for better mental wellbeing
- Providing early intervention advice and support
- Supporting people in crisis
- Empowering and helping people to recover and sustain improved wellbeing.

Everything we do is about providing more help to more people more often. We do this through employing talented, passionate and caring people, with a desire to make a difference and seek to be better even better every day.

### **Purpose of the Role**

As a Head of Finance you will be responsible to the CEO for ensuring the financial health of the organisation and that all financial legal and required operational standards and obligations are met. You will lead and deliver the day-to-day operational finance functions to meet the needs of the business.

## Profile

The successful candidate will:

- Have a strong finance background
- Have strong verbal and written communication skills
- Be able to work independently and manage their own time
- Have good IT skills, particularly Excel.
- Be solution-focussed
- Be a team player

## Key duties

- Complete the day-to-day financial operations within the company, such as payroll, invoicing, bank reconciliations, pension payments, HMRC payments, maintaining records through QuickBooks and other transactions.
- Manage outside services for payroll, development of year end accounts support, pensions, and other financial needs as necessary.
- Managing Petty Cash.
- Producing, reviewing and managing cash flow.
- Review the company's financial status and performance to identify areas for potential improvement, including risk management.
- Drive the development and completion of annual year end accounting requirements.
- Support the development, review and management of annual budgets in line with the operational plan.
- Contribute to funding submissions/bids and project plans to ensure appropriate and robust financial information is provided.
- Review financial data and prepare quarterly and annual reports.
- Present financial reports to board members in formal meetings.
- Stay up-to-date with technological advances and accounting software to be used for financial purposes.
- Establish and maintain financial policies and procedures for the company.
- Stay up-to-date with financial legislation and changes to ensure Mind in Bradford meets all requirements in a planned and timely manner.
- Support the completion of Companies House and Charity Commission returns.
- Be familiar with the Mind in Bradford 'Code of Conduct' and ensure that it is followed at all times by staff, volunteers and clients.
- Participate in individual and group supervision and internal and external staff development and training.
- Attend and input to regular team meetings.
- Ensure understanding of and compliance with all Mind in Bradford policies and procedures.
- Complete mandatory training related to the role.
- Work in alignment with the aims, objectives, and core values of Mind in Bradford.
- Undertake any other duties or tasks deemed necessary for the successful running of the wellbeing programme, as determined by the senior management team.

March 2019

## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Accounting Qualification from a recognised accountancy body – Minimum ACA or ACCA [or equivalent]</li> <li>• Evidence of ongoing professional development</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• A financial background with good working knowledge of accounting</li> <li>• Oversight and/or detailed operation of an Accounting Package e.g. QuickBooks or Sage</li> <li>• Handling of, and accounting for, cash in an operational environment</li> <li>• Conducting a bank reconciliation</li> <li>• Proven experience working in a similar role in any organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Production and submission of Annual Accounts</li> <li>• Managing compliance with current legislation and completion of return for Companies house and Charity Commission</li> <li>• Development of polices and processes</li> <li>• Supervision of staff or volunteers</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Able to analyse and interpret, report on and use complex data</li> <li>• Excellent time management, organisational skills and workload management</li> <li>• Good IT Skills with emphasis on financial systems, including Microsoft Office and particularly Excel</li> <li>• Problem-solving skills and initiative</li> <li>• The ability to work independently and in a team</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent communication and presentation skills</li> </ul>
<b>ATTITUDES AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Positive attitude towards those with mental health difficulties and able to respect and value people unconditionally</li> <li>• Ability to work effectively and make good use of time and resources</li> <li>• A positive and flexible attitude to duties</li> <li>• Patient, resilient and able to cope under pressure</li> </ul>	