

# Job Description



**Position:** Finance Manager

**Hours:** Full time 37.5 hours – there is the possibility of the role being part time at four days a week at a pro rata salary

---

## Summary / Overview of role:

This is a challenging and responsible position requiring someone with experience of charity finance and an understanding of and commitment to serving the vision and values of Trent Vineyard. The Finance Manager will support the Business Director by leading the finance team, ensuring it runs smoothly and efficiently, meeting all requirements in a timely manner. This is a senior role requiring oversight and leadership of staff, playing a full part of the wider staff team and church community, in addition to carrying out day-to-day finance duties.

## Responsibilities:

- Oversee the group finance operations for the main charity, trading subsidiary and charitable subsidiary
- Ensure financial information is processed for statutory and management accounts in a timely manner to support the Business Director with financial reporting, enabling the senior team, trustees and budget holders to make good financial decisions
- Run the main payroll, administering all aspects of the process including employee benefits (pension, life assurance etc.)
- Manage our bank accounts and manage the movement and security of cash on and off site
- Manage the annual audit process including liaising with auditors and producing audit files and other required documentation
- Assist in the management of the annual budget process, and liaise with budget holders
- Manage the spending tracking for restricted funds and capex spending
- Manage, review and continually improve processes and documentation so that the department functions effectively
- Help to evaluate procurement, reviewing and proposing recommendations as well as implementing changes as required
- Communicate with donors on an ad hoc basis in line with Trent values, as well as manage annual donor giving statements, ensuring they are accurately produced and sent in a timely manner
- Assist with ensuring compliance with regulatory bodies such as Charities Commission, Companies House, HMRC (VAT, payroll and corporation tax and Gift Aid), and general good practice procedures
- Assist the Business Director with forecasting, irregular financial, technical decision making and financial project management to assist with strategic decision making

- Be part of and supporting the church management group of which you will be a peer as well as supporting the leadership group of which you will be a peer
- Manage the finance team, providing pastoral support and oversight in line with our vision and values
- Recruit, lead, manage, train, appraise and motivate the team (paid staff and volunteers)
- Attend both regular and occasional staff meetings, conferences etc.
- Take on new areas of responsibility and relinquish others as the staff team develops and responsibilities change, as agreed with the line manager.

## **Reporting Relationships**

You report to: Business Director

Reporting to you: Finance staff and volunteers

## Person Specification

Show a commitment to the vision and values of Trent Vineyard

Be loyal to the senior leaders and Trent Vineyard

Be a Christian\*

An active member of Trent Vineyard or would consider relocation to be an active member

Minimum part-qualified accountant (*we will be happy to look at supporting further study towards professional qualification*)

Have a minimum of 3 years' experience in similar role with qualifications that are appropriate to the role e.g.

- Qualification in accounting (ACA, ACCA, CIMA etc.)
- Relevant experience in an accounting environment

Ability to communicate financial information to others, including those who do not have a financial background

Confidence in communicating (verbal and written) and cultivating relationships

Ability to negotiate and influence

Ability to recruit, train, motivate and empower staff and volunteers

Excellent leadership and team work skills

Ability to make complex financial decisions

Strong financial analytical and problem-solving skills

Meticulous record keeping with great attention to detail

Great organisational skills – ability to prioritise own workload to meet deadlines

Computer literacy in Microsoft Office (Outlook, Excel, Word and PowerPoint)

Strong, advanced Excel skills in a professional capacity (e.g. Macro, AutoFilter, PivotTable)

Be flexible with working patterns, e.g. occasional need to work at a weekend

Have excellent interpersonal and people management skills

Ability to troubleshoot methodically

Passionate and creative

A confident self-starter

Focussed on results

Discreet and trustworthy, and able to maintain strict confidentiality and remain impartial at all times

Have a flexible attitude and be approachable

Ability to respond respectfully and sensitively

Desirable:

Have relevant financial experience in the charitable sector and or private sector

Experience with group and subsidiaries accounting

Have experience of Sage accounting and payroll systems

Working in an open plan office environment

### **\*Occupational Requirement**

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010