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| **Job Description** |
| **Finance Manager**  **(*Northern Ireland)*** |
| **Introduction**  Autism Initiatives NI is committed to working in partnership with service users, their families, commissioners and others to provide a specialist, autism specific, person centred and outcome focussed service for people with autism spectrum conditions.  All staff are expected to:   * Work in the context of Autism Initiatives’ Vision, Mission and Philosophy. * Recognise the positive abilities of service users and support our shared belief in life long learning. * Adhere to the Company’s Code of Conduct and show a high degree of professionalism. |
| **Location**  Autism Initiatives, Offices 1 & 2, Linden House, Beechill Business Park, 96 Beechill Road, Newtownbreda Belfast, BT8 7QN. |
| **Key Areas**  Overall management and responsibility for the finance function of the Charity for Northern Ireland.  Assist the Autism Initiatives Group Finance Director and the Regional Director in devising and facilitating the strategic direction of the Charity by review of financial implications. |
| The Finance Managers duties must be carried out in accordance with prescribed procedures and include the following:  **Reporting**   * Ensure the provision of accurate and timely management information to the Directors team and Senior Management.   + The timely completion of all month end financial procedures in accordance with the group timetable. This includes reconciliation of all balance sheet accounts, credit control and production of financial reports.   + The development and control of procedures to ensure the timely presentation of full P&L and Balance Sheet Accounts on a monthly basis.   + The timely collation and provision of all financial information in preparation for Autism Initiatives (NI) Ltd annual audit and year end accounts in accordance with the group timetable and liaison with the group appointed auditors.   + To assist management in the preparation of annual budgets and forecasts in accordance with group timetable. * Ensuring that all relevant ledgers, documents and vouchers required to produce annual accounts are maintained to the satisfaction of the auditor and that accurate records are available to meet external tax and legal requirements.   **General**   * + Attend contract meetings and maintain information in relation to hours.   + The maintenance and development of the accounting systems within Autism Initiatives (NI) Ltd.   + The monitoring and investigation of Management Information including variance analysis and enquiry to support reporting to managers.   + Implement appropriate costing and income reporting systems, ensuring services work to a full cost recovery model.   + Manage payroll, maintaining efficient systems, processes and controls.   + Liaising with the group payroll team as appropriate.   + Ensuring the effective administration of taxation and National Insurance contributions, pension and payroll matters, including the submission of all relevant returns to the Inland Revenue. * The operation of the organisation’s Debtors ledger and billing system including Credit control ensuring the collection of all income due to Autism Initiatives (NI) Ltd. * Treasury management including credit management and creditor control. * Development and implementation of procedures, best practice and financial policies within the Charity. * The monitoring and processing of the transactions of the organisation, ensuring all expenditure is correctly authorised. * Completing Supporting People returns and Department for Business and Finance statistical returns as required. * Comply with GDPR and Data Protection Regulations.   **Development**   * Produce financial evaluations of new projects, ensuring full cost recovery and value for money. * Liaise with service management to ensure all services are making effective use of resources, in particular identify actions for improving deficit services. * Oversee the continuous improvement of accounting and financial processes with the goal to achieve best practices and optimal output.   **Safeguarding Finances**   * To discharge the role of governance in relation to safeguarding service user assets and monies. * To discharge the role of governance in relation to safeguarding Autism Initiatives (NI) Ltd assets and monies. * Review service user finance audits and develop policies in line with RQIA regulations. * Develop new and manage existing policies and procedures for the safeguarding of service user and company cash, banking, credit card and assets.   **People Management**   * Manage and lead the finance team on a daily basis. * Responsible for the training, coaching and development of the finance team, also ensuring any instances of poor performance are managed accordingly. * Delegate tasks and roles accordingly and review these on a regular basis. * Conduct support sessions and annual reviews with the finance team as required. * Ensure the finance team has a customer focus and an understanding of the needs of the Charity’s service users. Oversee the continuous improvement of the finance team with the goal to achieve best practices and optimal output. * Identify and implement plans for own training and development needs.   **Any other duties consistent with the nature and level of the post as may be required.**  The job description is an outline of the post as it is currently perceived by Autism Initiatives (NI) Ltd and will therefore be subject to change in detail and emphasis in the light of future developments. |
| The Finance Manager will also undertake any other task or work which arises within the scope of the role in order to meet the needs of the service.  Duties will at all times be undertaken in compliance with Autism Initiative (NI) Ltd’s Policies and Procedures, including Health and Safety. |
| **Updated: August 2018** |
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| **Person Specification**  **Job Title:** Finance Manager  *(Northern Ireland)* | |
| **Location:** Office 1 & 2, Linden House, Beechill Business Park, 96 Beechill Road, Newtownbreda, Belfast, BT8 7QN. | |
| **Qualifications and professional development** | **Essential**   * Qualified ACA, CIMA, CIPFA, ACCA or equivalent. |
| **Knowledge, Skills and Competences** | **Essential**   * A good working knowledge of best practice in accounting, including the preparation of management and financial accounts. * Preparation of annual accounts to the level required by external auditors and facilitating external audits. * Good working knowledge of financial management and procedures. * Managing people - ability to lead and to contribute to the team and the ability to work on own initiative. * Ability to communicate effectively with regards to the preparation and presentation of information to managers. * Excellent interpersonal skills. * Excellent organisational skills – ability to meet personal deadlines and prioritise a varied workload.   **Desirable**   * Working knowledge of best practice accounting in a non-profit environment. |



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| **Experience** | **Essential:**   * Good working knowledge of financial management and procedures. * Experience of working for an organisation with a turnover in excess of £1.5 million. * Experience of costing and managing business contracts. * Experience of developing financial procedures. * Safeguarding and review of finances to meet regulatory requirements and best practice. * A solution orientated mind-set and a drive to introduce improvements to processes.   **Desirable:**   * Previous experience of charity accounting. * Previous experience of report writing for senior managers. |