****

**Job Description**

**Job Title:** Finance & Administration Manager

**Responsible to:**  GVRT’s Director

**Responsible for:** Finance & Administration Assistant

**Duties and Responsibilities:**

1. **PLANNING AND ORGANISING**

The ability to develop clear and logical step-to-step plans for self and others which set out what needs to happen, how, when and by whom, with regard to projects and GVRT’s overall financial position.

Liaising with funding organisations to ensure clarity and understanding of financial and administrative requirements for projects:

* Oversee the submission of expenditure to funding organisations and payment of suppliers to ensure that all deadlines are met;
* Oversee the financial administration to set-up and monitor procedures for all monies received by GVRT, and preparing monitoring reports for the Board and funding organisations;
* Ability to answer queries, in collaboration with the Finance & Administration Officer or relevant staff members, from various stakeholders of the Trust with regard to any project spend, etc.;
* Ability to plan workload to ensure that deadlines are met with regard to financial reporting, salary payments and funding applications / monitoring returns;
* Operating and maintaining the payroll system (SAGE), ensuring timely returns to HMRC, and completing the relevant year-end procedures and returns;
* Ensure the timely production of financial information for presentation to the GVRT Board;
* Ensure that all office functions are operating effectively, and within current legislation, and take corrective action should problems arise. These functions include: I.T. systems, reception area, filing systems, payroll function, and data management; and,
* Support the work of GVRT’s Director, as required.
* Preparation of Annual Accounts / work with Auditors
* Working with Companies House on filing of reports

1. **WORKING METHODS**

Work in a well-ordered manner, monitoring and checking the quality and accuracy of work produced:

* Oversee and monitor the quality of work produced by the Finance & Administration Assistant on a regular basis;
* Check to ensure that GVRT policies and procedures are followed;
* Keep up-to-date with all development with regard to GVRT and its various projects;
* Work in an efficient and effective manner;
* Keep the Director informed of any developments, when necessary; and,
* Give direction to the Finance & Administration Officer, with regard to fund transfers, payments and development in projects.

1. **WORKING RELATIONSHIPS**

The ability to develop positive working relationships with all stakeholders:

Work cooperatively and communicate with clarity with the GVRT staff team and Board members towards a community objective;

* Support GVRT’s staff members in their completion of funding applications, with particular reference to preparing budgets and cash-flows.
* Ensure that the procedures, processes and policies of GVRT are adhered to;
* Develop positive working relationships with GVRT’s stakeholders, in particular funding organisations, local community groups and volunteers within the local area;
* Be able to lead and be part of a close-knit team; and,
* Offer assistance to other staff members, where appropriate.

1. **BUDGETARY CONTROL**

Liaison with funding organisations to ensure timely payments of funding and oversee the smooth operation of project accounts:

* Liaise with funding organisations to resolve queries relating to funding payments;
* Record expenditure on GVRT’s accounting system (Microsoft Excel and Sage Accounting);
* Oversee the reconciliation of bank accounts on a monthly basis;
* Present reconciliation to GVRT’s Treasurer for approval on a monthly basis;
* Produce Finance Reports for monthly Board meetings;
* Produce cash-flows and financial comparative reports for projects and core activities for approval by the Treasurer and Director; and,
* Raise invoices to projects for overhead costs, or in relation to activities from GVRT’s social enterprise projects.
* Management and facilitation of Auditing and Accounts
* Management and Oversight of staff budgets and ensuring completion of claims in correct timeframes and in line with the agreed budget

**This job description is subject to reviews and is not intended to be rigid and definitive but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time. It is important to note that the responsibilities of the post may change to meet the evolving needs of the services that the charity provides.**

**Personal Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and Attainments** | **A degree (or equivalent 3rd level qualification) in a relevant subject.**  **Or**  **3 Years’ experience which can be proven relevant to the post.** |  |
| **Experience** | **3 Years’ Experience in a relevant post**  **3 Years’ Experience in sourcing , securing , and managing a range of funding streams**  **Clear knowledge of the current issues impacting individuals , families and communities within and area of multiple deprivation**  **Competent use of Microsoft Office**  **Proven experience in writing reports and budget management**  **Community Voluntary Sector Funding and Finances**  **Audit and Accounts Preparation and Filing**  **Sage , Payroll , Pensions**  **HMRC**  **Filing with Charity Commission and Companies House**  **Sage Payroll** |  |
| **Skills** | **Organisational Skills**  **Good oral and written communication skills**  **Adaptable and able to work under pressure to meet deadlines** |  |
| **Disposition** | **Ability to work on own initiative**  **Meticulous attention to detail**  **Ability to work as part of a team** |  |
| **Knowledge and Values** | **Commitment to collective working and responsibility**  **Awareness and understanding of community development issues** |  |
| **Circumstances** | **Right to work in the UK**  **Willing to work flexible hours , including evenings and weekend work as and when required**  **Current clean driving licence and access to transport to meet the requirements of the post.** |  |

**SUMMARY OF TERMS AND CONDITIONS**

All staff members are required to adhere to GVRT’s organisational policies, procedures, values and principles.

**This post is funded by Department for Communities through its Neighbourhood Renewal Investment Programme until 31st March 2023, with extension subject to funding.**