

Job Title	Finance Manager
Location	Changes Wellbeing Centre (Stoke ST4 4AL)
Hours of Work	30 hours (worked over 4 days)
Annual Leave	Starting 20 days, plus Bank holidays and Statutory Holidays (Pro-rata)
Salary	£28,150 to £30,125 (£22,824 to £24,426 pro-rata) Depending on experience
Pension	Auto-enrollment into pension scheme
Report to	Changes CEO
Travel	Casual car users allowance or second-class public transport fares for in work travel

Job Description

Summary Managing important financial functions of Changes organisation. Responsible for the organisation's financial health by managing our financial procedures. Duties will include planning and managing budgets, monitoring transactions, preparing invoices, participating in audits, supporting the HR Team and managing an Administration Worker.

Principal Duties and Responsibilities

1. Create and implement financial policies to guarantee operational efficiency
2. Key point of contact regarding financial and accounting matters
3. Maintain records and receipts for all daily transactions
4. Ensure financial records are kept up-to-date with the latest transactions and changes
5. Monitor all bank deposits and payments
6. Perform periodic financial analysis to detect and resolve problems
7. Prepare balance sheets and invoices
8. Oversee staff payroll
9. Reconciling all financial transactions
10. Prepare monthly, quarterly and annual financial reports
11. Provide necessary input in HR management
12. Create accurate financial projections
13. Oversee the preparation and planning of budgets
14. Contribute to financial audits
15. Managing an Administrative Worker

This a varied job role that will require you to utilize your finance, HR and administration skills.

This is not an exhaustive list of duties and responsibilities and the postholder will be required to undertake other duties to meet the overall aims of Changes organisation and services.

The job description will be reviewed annually in light of changing service provision/requirements and any such changes will be discussed with the postholder.

Whilst the role requires a significant presence at Changes Wellbeing Centre, some capacity exists for remote working.

The postholder is expected to comply with all Changes Health & Wellbeing's relevant policies, procedures and guidelines.

Person Specification

	Essential	Desirable
Training & Qualifications	Relevant qualification in Finance, Accounting or relevant field	
Experience	<p>Several years' experience in a similar role</p> <p>Involvement in audits, invoices and budget preparations</p> <p>Managing accounting activities, including bank reconciliations, accounts payable and accounts receivable</p> <p>Working with and coordinating expenditure across multi-budgets</p> <p>Managing payroll</p>	<p>Use of Apple Mac computer</p> <p>Working in a VCSE organisation</p> <p>Management experience</p> <p>Involvement in HR management</p>
Knowledge & Skills	<p>In-depth knowledge of financial regulations and accounting processes</p> <p>Solid proficiency in Microsoft Office and/or relevant financial planning software</p> <p>Excellent written and verbal communication skills</p> <p>Excellent organisational skills and be able to handle time-sensitive tasks</p> <p>Ability to work independently and as part of a team</p> <p>Understanding of data protection standard</p>	<p>Outstanding analytical and time management skills</p> <p>Strong attention to detail</p> <p>Analytical thinker with strong conceptual and problem-solving skills</p> <p>Ability to work under pressure and meet tight deadlines</p> <p>Strong negotiation skills</p> <p>Multi-tasking skills</p> <p>Understanding of Payroll processes and management</p> <p>Use of payroll software</p>

<p>Other</p>	<p>Act with honesty and integrity</p> <p>Avoid conflicts of interest in professional relationships</p> <p>Providing stakeholders with accurate, objective, understandable information</p> <p>Complying with all rules and regulations governing your position and a charitable company</p> <p>Act with good faith and independent judgment</p> <p>Act in the best interests of your employer</p>	<p>A commitment to the principles of recovery and social inclusion</p> <p>An interest in mental health</p>
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As a mental health service provider, Changes: Health & Wellbeing welcomes applicants who have experienced mental distress

Appointment will be subject to a satisfactory Standard DBS, two satisfactory references and sight of relevant qualifications.