A picture containing drawing

Description automatically generated

**Job Description**

**Job title** **Finance and Operations Manager**

**Working hours** Full-time (flexible working by agreement and part-time/job-share considered)

**Salary**  £30,000 - £35,000 pro rata (depending on experience)

**Accountable to** CEO

**Term of Contract** Permanent

**Annual Leave** 24 days pro rata + bank holidays

**Probationary Period** 6 months

**Location** Home based although elements of the work will take place in the office.

**Expenses**  Travel expenses from home

The Finance & Operations Manager is a key role, responsible for supporting the Board and Senior Leadership Team as they shape strategy. They will play a leading role in ensuring financial sustainability, compliance, and accurate reporting as well as day to day oversight of risk management protocols. Alongside this, the role leads the provision of effective and efficient operations services to the organisation.

The post holder will have wide ranging responsibilities for the performance and development of internal services and operations, with a strong focus on finance and sustainability. The post offers significant opportunities for innovation, development and growth of existing services. The post holder will also work with the CEO and other members of the SLT team to develop and implement the strategic plans, ensuring the successful strategic development of the organisation, including business planning, internal policies, procedures and quality standards, cross-departmental working and external relations.

**Main Duties**

**Financial management**

* Responsibility for budgeting, financial planning and forecasting as well as ensuring that the charity is compliant with relevant laws and regulations
* Analyse financial data to identify cost drivers and improve performance
* Fulfil internal financial management and reporting tasks, including Management Accounts for the Board of Trustees
* Prepare annual and project budgets and forecasts, and monitor performance against budget throughout the year
* Oversee the preparation of the draft statutory accounts and supporting schedules in advance of the audit and manage the audit process.
* Support other teams as required, including financial modelling of key projects to support planning, preparation and cost analysis of funding bids and tenders.
* Analysing financial data and presenting financial reports in an accurate and timely manner; clearly communicating to all stakeholders
* Cash management and cash-flow forecasting and free reserves monitoring
* Be able to advise on payroll and pensions related compliance
* Maintain and manage the organisations risk register, risk management policy and supporting systems.
* Be responsible for submission of the Charity Commission Annual Return
* Attend and actively input to the Finance Subcommittee, working closely with the CEO and Treasurer
* Provide support and guidance to the wider Spark team, related to Finance and Operations, that can be cascaded to the wider VCSE sector

**Operational Management**

* Oversight of the management of operational risk across the organization
* Ensure fit for purpose infrastructure which represents value for money.
* Ensure staff have effective and efficient IT support and equipment through management of our outsourced IT provider and regular review of asset lists
* Manage supplier contracts
* Manage the relationship with our landlord and ensure our office is fit for purpose and meets the needs of staff and our business objectives
* Oversight for organizational health and safety policy and practice
* Responsible for information governance including GDPR compliance
* Overall responsibility for ensuring Spark has appropriate policies and procedures and these are implemented
* Responsible for ensuring compliance with legal requirements and good practice

### GENERAL

* Line management responsibility for the Finance Officer, DBS Officer and Executive Assistant
* Undertake any other duties that may be reasonably required by the CEO and the Board.
* Ensure that the values of the Spark Somerset are promoted at all times.
* Promote and adhere to all policies adopted by the Board of Trustees

**Person Specification**

**Finance and Operations Manager**

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **REQUIREMENTS** | **ESSENTIAL/**  **DESIRABLE** |
| Education/training | Degree level and above  CIMA/ACCA/ACA qualification or equivalent or qualified by experience in a senior finance role. | D  E |
| Experience | Technically astute finance professional with excellent financial & risk management skills and experience of managing operational and finance functions.  A good track record in financial management, preferably within a not-for profit setting  Experience of managing and developing the financial planning cycle in an organisation undergoing significant change and development.  Track record of working to and achieving targets  Experience of Personnel, Finance, Contract and Project Management  Experience of managing teams | E  D  E  D  D  D  D |
| Knowledge | Possession of financial and business acumen to plan and manage budgets and achieve value for money both internally and through external contracts and opportunities  Data protection and GDPR knowledge and experience  A sound practical knowledge of charity accounting and SORP  Good working knowledge of the voluntary sector’’ | E  E  E  D |
| Skills/Abilities | Sound and objective judgement and decision-making skills coupled with high levels of integrity, impartiality and ethics  Excellent numeracy and excel skills  Able to provide clear, practical and accurate advice to a variety of people at different levels within an organisation  Proven ability to develop and maintain good working relations, both within an organisation and with external stakeholders  Ability to motivate and develop individuals from non-financial backgrounds through change.  Ability to prioritize and manage demanding workloads  Excellent written and verbal communication skills. Effective communication skills with ability to adjust style appropriate to a range of audiences  Ability to operate effectively under pressure  Able to work both under own initiative and with the flexibility required to collaborate with the wider team  Effective delegation skills, to monitor progress regularly and offer timely support where necessary  A genuine commitment to the principles and goals of Spark Somerset, passionate about the voluntary sector and keen to make a difference. | E  E  E  E  E  E  E  E  E  E  E |
| Travel / Working  hours | Ability to travel according to the needs of the job with reasonable adjustments if required, according to the Disability Discrimination Act  Ability to work flexible hours including evenings and occasional weekends | E  D |
| Anti-discrimination | Commitment to anti-discriminatory practice  Commitment to implement the Equal Opportunities policies of Spark Somerset | E  E |
| Physical | Able to carry out the duties of the post with reasonable adjustments where necessary | E |

**September 2021**