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| **Abbeyfield Ferring Society** | **JOB DESCRIPTION** |
| **Job Title** | Finance Manager |
| **Unit** | Central Services |
| **Responsible To** | Chief Operations Officer |
| **Responsible For** | - |
| **Salary** | £30,000 to £35,000 |
| **Hours of Work** | Full time 37.5 hrs per week flexible |
| **Role Category** | Operational Leader |

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| **Job Requirements** | |
| **Essential** | * Qualification in accounting/managing accounts/bookkeeping to at least AAT stage 4 (or be willing to work towards gaining this) * Excellent organisational and bookkeeping skills. * Previous experience relevant to the role. * Experience in Payroll and HR. * Excellent skills on Office, Excel and Word * Experience of setting budgets * Experience of presenting financial accounts to a board of trustees. * Experience in working with Sage/Xero or similar accounting software. * Satisfactory DBS checks |
| **Desirable** | * An understanding of country council placements for care and payment systems. * Experience in working in the Third Sector * Understanding of the complexities of acquiring additional funding streams |

# Job Purpose

To provide efficient financial administration procedures to cover for all areas of business for Abbeyfield Ferring Society and to provide a lead for the organisation of fundraising for projects.

To work alongside the COO in producing budgets, timely management accounts and investigating funding opportunities.

To support service managers with any financial and administration requirements if needed.

To assist with the implementation of payroll and have a general understanding of PAYE, pensions etc.

To promote in a positive and professional manner the image of Abbeyfield Ferring Society.

**Main Duties**

* To support and manage the finance and administration of the society.
* To manage the day to day income and expenditure procedures, and to provide timely and accurate information to the satisfaction of the Societies accountants.
* To oversee and monitor the purchase order system for the Society and source the best prices for the society.
* To review annual service budgets with the Chief Operating Officer to ensure services are attaining budget control, including calculating income streams.
* To work closely with the COO in obtaining and securing funding streams that may assist the organisation in meeting the operative costs of future and current funding projects.
* To assist the Operations and HR Manager with accurate Human Resources and Residents information and to ensure any such data is correctly protected.
* To ensure Abbeyfield Ferring Society is GDPR compliant.
* To work with the senior management team to assist with paperwork on fee increases, refunds and resident’s contracts.
* To provide support on budget information through monthly accounts (in retrospect) to the service managers and support them to maintain their budgets through accurate information.
* To ensure that all office phones are answered correctly and in a timely fashion taking messages when and where appropriate.
* To ensure that all invoices are sent out on time and to ensure invoices that need to be paid are paid on time.
* To liaise with the Society accountants regarding audit, banking, mandates and any new account set up.
* To provide statistical and relevant reports for the Board of Trustees as and when required.
* To ensure and training needs are identified and actioned.
* To ensure absolute confidentiality is maintained at all times
* To work as part of the senior management team for Abbeyfield Ferring Society.

**Health and Safety**

As an employee you have a responsibility under the Health and Safety at Work Act 1974 to:

1. Take reasonable care of yourself and others at work
2. Co-operate with Abbeyfield Ferring Society to ensure the laws relating to health and safety are not broken.
3. Report any problems or concerns about health and safety to the Chief Operations Officer or a member of the Board of Trustees.

**Equal Opportunities**

Abbeyfield Ferring Society is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

**Confidentiality**

The post holder is required to observe strict and complete confidentiality regarding information obtained during the course of his/her duties.

**Scope of Job Description**

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

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| **Signature** |  |
| **Name** |  |
| **Date** |  |

**ABBEYFIELD FERRING SOCIETY ROLES SPECIFICATION**

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| **Leadership Levels** | |
| **Frontline Worker** | Applies to all staff without a direct supervisory or management responsibility working directly with or for the users of our services or within a support function. For example housekeeping assistant, care workers, support workers and administrators |
| **Frontline Leadership** | Applies to all staff with a supervisory responsibility working directly with or for the users of our services or work without direct supervision within a support function. For example, senior care assistants, senior support workers, head cook, deputy managers |
| **Operational Leadership** | Applies to all staff with direct line management responsibility for a service, a defined group of staff and/or for a support function. For example registered managers, service managers, office managers. |
| **Strategic Leadership** | Applies to all senior managers with responsibility for the strategic direction and operational management of Abbeyfield Ferring Society. For example, Chief Operations Officer and Trustees |