



GB Ministries is the operating name of The Girls' Brigade England & Wales; a company limited by guarantee (No.206877) and a registered charity (No.206655).

Job description

Job Title:	Finance Manager
Responsible to:	Director
Accountable to:	Trustee Board
Hours:	25 hours a week
Salary:	£25,000-£30,000 pro rata

Vision

Girls' Brigade Ministries' vision is for lives and communities to be transformed and enriched as generations seek, serve and follow Christ

Job Summary

This is a key role within the GBM Leadership Team and the post holder will be responsible for enabling GB Ministries to fulfil its vision and mission goals by

- Providing overall management of GB's financial planning, systems and processes.
- Being responsible for the provision of professional advice and expertise and appropriate and intelligent information to enable the board and management to discharge their financial responsibilities.
- Acting as organisational lead for insurance; managing the relationship with GB's insurers and providing insurance advice to GB's volunteer leaders.
- Working with the Director and Trustees, this post provides essential support in the delivery of the strategic objectives of the organisation.
- Working with the Director and operational team the post provides finance expertise to the day to day operations of Girls' Brigade Ministries.

Key aspects of this role will be:

- **Financial Planning:**
 - Preparation of annual financial plans both for income and expenditure and cash.
 - Preparation of longer-term forecasts to support 5-year planning cycles as required by the Director and Trustees.
- **Financial Management:**
 - Budget preparation, monitoring and reporting, both to an agreed monthly and annual time-table and on an ad-hoc basis as required.

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- Preparation of Trustee Board papers to present both regular, annual and ad-hoc financial information as required.
- Undertake a move to preparation of monthly management accounts within three months of taking up the post
- **Financial Accounting:**
 - Work with the appointed auditors as lead for the organisation to produce statutory annual accounts to the relevant legislative, accounting and auditing standards.
 - Act as key link with Auditors.
- **Treasury Management:**
 - Manage the cash flow of the organisation, prepare, monitor and report against cash flow budgets to timescales agreed with the board and the Director or Auditors.
 - Lead liaison with out-sourced investment management and assist the Board in making investment or dis-investment decisions with appropriate information.
- **Financial Services:**
 - Manage credit control function for trading subsidiary and membership subscriptions
 - Ensure invoices to suppliers paid to prescribed timescales.
 - Provide financial expertise and advice to all members of staff as required
- **Line Management:**
 - Manage a small team in the finance and trading functions including Trading and Contracts Manager, Finance Assistant.
 - Support junior staff through training.
- **Systems Management:**
 - Manage and develop the functionality of the financial systems, both manual and electronic, of the organisation.
 - Standardise and automate the management accounting and other financial reporting processes and systems used by the organisation.
- **Insurance Management:**
 - Managing the relationship with GB's Insurers, holding regular review meetings and responding to volunteer leader enquiries in relation to insurance for activities

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- **Oversight of Outsourced activities**
 - Oversight of VAT and act as in-house expert on VAT (return is outsourced to maximise return and compliance)
 - Oversight of Payroll and link to outsourced provider.

All members of the senior GB team are expected to work together on team tasks and to support one another in busy periods for the sake of the aims of our mission. All members of the leadership team should be able to speak up for the breadth of GBM's mission and discipleship activities and projects and advocate for children, girls and young people in the church and world.

Occasional Weekend working will be required to support GB's key committee meetings. This is arranged with good notice, and is recompensed through relevant time off in lieu of hours worked.

Person Specification

E = Essential

D = Desirable

Factors	Description
Education and Qualifications	<ul style="list-style-type: none">• CCAB Qualified, or at least three year's equivalent accounting experience (E)• Evidence of continuing professional development (E)• Advanced level knowledge of Microsoft Word, Excel and Outlook and complex financial systems (E)• Knowledge of Sage 200 (D)
Experience and Knowledge	<ul style="list-style-type: none">• Experience of providing management accounting support for complex projects and programmes (E)• Interpreting financial and accounting procedures (E)• Completion of monthly financial reports, including external requirements within agreed timescales (E)• Production of financial plans for annual and multi-year periods for cash, income and expenditure budgets. (E)• Experience of forecasting year-end outturn with accuracy. (E)• Detailed understanding of finance, including Financial Accounting, Management Accounting, Governance and Risk Management. (E)• Demonstrable knowledge of the regulatory and legislative frameworks relevant to Charity and commercial accounting. (E)• Experience of working with multi agencies across a wide geographical area (E)• Experience of dealing with a range of staff within organisations eg Trustees, central support staff, volunteer leaders and members around the country. (E)• Experience of contributing to strategic change. Developing and monitoring the delivery of cost saving programmes (E)• Recruiting, developing and management of staff (E)

<p>Abilities and Skills</p>	<ul style="list-style-type: none"> • Effective interpersonal, influencing and negotiating skills (E) • Able to build relationships based on trust with colleagues and with Board of Trustees. (E) • Able to influence decision making by providing relevant financial information. (E) • Clear and effective communication skills. (E) • Confident when presenting complex issues to a wide range of audiences. (E) • Skilled in analysing complex information using range of techniques (E) • Proven ability to drive system development and self-development (E) • Innovative when approaching challenges with ability to think laterally and imaginatively. (E)
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Self-motivated and dedicated Professional able to work autonomously but knowing when to consult. (E) • Proactive with a positive outlook and willingness to embrace change. (E) • Ability to manage conflicting demands and pressures (E) • Ability to solve complex problems (E) • Commitment to personal development • Flexible, enthusiastic and resilient team player (E) • Show respect and treat people with dignity. (E) • Honesty and Integrity (E) • Personal ethos aligned with objectives and mission of Girls' Brigade Ministries. (E)

SAFER RECRUITMENT

Equality & Diversity

The post holder must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the organisation.

Health & Safety

The charity recognises its duties under the Health and Safety at Work Act 1974 to ensure, as far as it is reasonably practical, the Health, Safety and Welfare at Work of all its employees and, in addition, the business of the organisation shall be conducted so as to ensure that all individuals having access to organisational premises and facilities are not exposed to risk to their health and safety.

All staff under contract will be expected to comply with all appropriate Health and Safety policies and ensure all statutory and mandatory training is up to date.

Risk Management

The post holder will follow risk management policies and procedures at all times. The post holder is personally responsible for risk management issues in respect of themselves and colleagues. If a potential hazard is identified the post holder should report it to the manager / supervisor at once using the organisational incident reporting process. If in doubt speak seek guidance.

All staff have a responsibility to report all accidents or incidents promptly and when requested, to co-operate with any investigation undertaken. All staff must use the safety equipment provided, and report any defects to their manager. The post holder must attend risk management training as directed.

If the post holder is a manager or have line management responsibilities for staff, a department or area of work, they are responsible for the risk management issues in that area. In conjunction with risk management the post holder will ensure that there is an annual risk management audit in your area, risks are identified on the local risk register and that where necessary, an action plan eradicating risks is drawn up and implemented.

Protection of Children and Vulnerable Adults

All staff have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the charities procedure for raising concerns about the welfare of anyone with whom they have contact.

The charity believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all, by a commitment to practice which protects them.

Governance

The post holder will be expected to participate in governance activities to assist the charity to provide high quality services.

Policies and Procedures

Staff are expected to follow policies, procedures and guidance. The charity operates a policy which promotes a smoke free environment.

Appraisal and Personal Development

The charity is committed to lifelong learning for all staff and has put in place an appraisal and development infrastructure.

All staff have a responsibility to participate in an annual appraisal with their line manager and to identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning development needs in order to meet the agreed performance standards.

Information Governance

It is a contractual requirement for the post holder to ensure that as a minimum they acquire the necessary skills to implement good practice in all matters relating to information governance and in particular data which can be attributed to an individual.

The post holder must adhere to information governance policies and procedures including the Data Protection Act. The post-holder has a responsibility to ensure that their staff are equipped with the necessary tools to use in the implementation of information governance.

Records Management

The post holder has a responsibility to adhere to the standards defined within policies in the creation, use, closure, retention, and disposal of records.

Data Quality

The organisation is committed to producing relevant and reliable data and information to support decision making. The post holder is responsible for ensuring any data and information recorded by the individual complies with the Data Quality Policy.

Partnership Working

The charity is committed to partnership working and staff involvement, underpinned by the values of openness, trust, development, diversity at work, commitment to modernisation and delivering the highest standards of performance.

Equal Opportunities

The charity is committed to respect for others, equality of opportunity and diversity in the workplace. All staff must know what is expected of them and are responsible for ensuring that this is delivered in practice in their day to day working lives. The charity will not tolerate any forms of bullying or harassment in the workplace.