

## JOB DESCRIPTION

<b>Job title</b>	Finance Manager
<b>Salary</b>	£32,00 - £40,000
<b>Working hours</b>	Full-time (35 hours) or part-time
<b>Work location</b>	Flexible, with office in Maidstone
<b>Reports to</b>	CEO
<b>Staffing responsibilities</b>	
<b>Key customers</b>	CEO, Trustees, Management team, funders
<b>Budget</b>	
<b>Asset responsibilities</b>	
<b>Safeguarding level</b>	

### Overview of role

The Finance Manager (FM) leads on finance for the charity, managing financial policies and procedures, reporting and acting as a financial business partner to the organisation. They are a key member of the Management Team and provide strategic and operational financial advice to the CEO and Board of Trustees.

In addition to this there is scope for the FM to hold management responsibility for Operations including HR, IT, GDPR, H&S, and regulatory compliance.

### The team

Mid Kent Mind (MKM) has a staff team of over 30, as well as a team of volunteer counsellors. The Management Team consists of approximately 6 people.

### Specific issues relating to this job

MKM is a relatively small team and the Finance Manager takes lead responsibility for all the day to day financial processes including budgeting, management of financial systems, relevant internal and external communications, and reporting. In addition to this the role includes ensuring staff and trustees have an appropriate level of understanding of finance and our processes, as well as working with the CEO and Board of Trustees to ensure the Board and Management Team have the financial information needed to make good decisions.

We are transforming the way we work, including moving across to online financial management. The Finance Manager will therefore play a crucial role in ensuring that we manage the transformation smoothly, and that we have in place more robust and efficient approaches to finance management. The Finance Manager will be expected to play a full role in the management team, working together to ensure that the charity supports staff effectively, delivers its strategic objectives, and works effectively in the community to reduce stigma and increase awareness of mental health issues.

Key for this role is experience in financial operations and reporting within a registered charity, a strong understanding of how financial and operational matters impact and support exceptional service delivery, and a commitment to continuous improvement in all ways of working. There will be times of the year when the workload is heavier (when budgeting, reporting etc.), and the ability to manage these peaks successfully is crucial.

## Main duties

- Oversee the day to day financial management and cash flow of MK Mind working closely with the CEO, Treasurer and Operations Administrator; prepare regular management information including finance reports, budgets, grant and trust financial information and management accounts for the CEO and Board of Trustees; ensure the CEO, management team and trustees are kept informed appropriately.
- Develop the annual organisational budget in liaison with the CEO and management team, and provide support in developing departmental / project budgets as relevant.
- Prepare Year End accounts, end of project accounts, and work with the appointed accountants to ensure the Annual Report and Accounts are completed, approved and filed on time.
- Manage and continuously improve financial systems and procedures, streamlining internal processes to ensure they are the most effective they can be and safeguard the finances of the organisation.
- Act as Data Protection Officer (DPO) for the organisation, liaise with the ICO appropriately, ensure that all staff and volunteers are aware of and trained in the relevant Data Protection policy and procedures, and ensure that the organisation meets its Data Protection requirements.
- Provide support to the CEO in dealing with operational matters such as insurance, Health & Safety, buildings maintenance, asset register, I.T., and H.R., – working closely with the management team and HR Officer to ensure awareness, compliance, and procedures that are effective and efficient for staff and volunteers.

Note: This description is not intended to establish a total definition of the job, but an outline of the duties. The details above are neither exclusive nor exhaustive and the post holder may be required to carry out additional tasks from time to time, in order to enable the organisation to carry out its work efficiently.

**PERSON SPECIFICATION**

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>		
Relevant management accounting qualification	Yes	
Current knowledge of the regulatory requirements for charities	Yes	
Current knowledge of HR practices and employment law		Yes
Working knowledge of financial software (eg Quickbooks)	Yes	
Current understanding of EDI best practices		Yes
<b>Experience</b>		
Practical experience of financial management within a charity	Yes	
Experience of setting and managing budgets, producing management accounts, cashflows, and financial information for trustees and management team	Yes	
Experience in dealing with legal, governance, IT, GDPR, H&S		Yes
Experience of working in a small team at a fast pace	Yes	
Experience of line management of staff		Yes
<b>Skills &amp; Ethos</b>		
A strong commitment to supporting good mental health and equity in opportunity	Yes	
Professional, principled, positive and self-motivated, able to act consistently as a strong role model	Yes	
Excellent verbal and written communication skills	Yes	
Focus on high quality with rigorous attention to detail, the confidence to challenge and to be challenged	Yes	
Flexible, adaptable and customer-focused	Yes	
Collaborative, calm under pressure, able to effectively manage multiple priorities for different customers	Yes	