

## Finance Manager – Part Time

Are you passionate about numbers? Do you enjoy keeping accurate records of income and expenditure? Can you use financial data to produce reports for our Trustee Board? If you answered yes, then Young Barnet Foundation (YBF) needs you!

YBF has an exciting opportunity for a Finance Manager to join our growing team. The successful candidate will be critical to the smooth running of the organisation, and the role will suit someone with a keen eye for detail and a willingness to organise and manage a wide-ranging workload.

### Summary

Hours	14-21 hours per week (plus statutory breaks)*
Term	24-month fixed term contract (extension subject to funding)
Base	YBF office (East Barnet, EN4 8SG) and home working
Remuneration	£35,000 pro-rata (depending on experience)
Accountable to	Chief Operating Officer (COO)
Line management	You will have support of the office Administrator.
Application closing date	5pm, Friday 10 <sup>th</sup> March 2023 (although applications will be assessed on a rolling basis and may close earlier than this if a suitable candidate has been found).

*\*flexible working is available subject to discussion and agreement with the COO. On agreement of hours the roles and responsibilities will be agreed.*

### We offer:

- Flexible working hours and some working from home opportunities (subject to discussion).
- Commitment to your personal training and development.
- Modern office space located in East Barnet.
- Support of friendly, welcoming colleagues, with quarterly team building social events and activities.
- The opportunity to be part of the wider Young People's Foundation movement and make a real difference to the local community.

**Purpose of the role**

We are looking for an experienced, qualified accountant (or someone with equivalent experience) to join YBF in the newly created role of Finance Manager. This exciting new role has been introduced to provide leadership to the finance team to support the growth of the organisation.

You will take a lead in ensuring the smooth running of the finance function. Reporting into the COO, you will be supported by our office administrator and external accountants.

We would ideally like someone who has experience of working within a charity finance setting as well as knowledge and understanding of both grant management and grant giving. But most importantly, someone who is open minded, willing to learn and shows confidence in checking and challenging processes and procedures.

**About Young Barnet Foundation**

Young Barnet Foundation supports and grows children's and young people's services and activities via a membership base of over 200 charities, community groups and social enterprises who deliver positive activities and vital support services to children and young people in the London Borough of Barnet.

We support our members to deliver much needed services and support to young people. A key function of YBF is to raise and distribute funds via our Space2Grow Fund which has given out over £1.2 million over the last 5 years.

This means that disadvantaged young people have had opportunities to experience the arts, take part in sport, had access to hot meals in school holidays, had access to mental health support as well as enjoying positive activities across Barnet that they would not have been able to with the generous support of Barnet's community

## **Responsibilities**

- Lead the organisation to deliver all key finance processes.
- Lead financial planning and reporting.
- Provide financial analysis and commercial insight and support decision making to maximise financial contribution.
- Manage payments
- Ensure entry and coding of quickbooks is regularly up to date
- Complete the charity's financial and management accounts in line with current accounting and legal requirements including maintaining financial records to meet legal and tax requirements.
- Management the assistance of the Office Administrator on financial admin tasks
- Manage the independent examination and audit process for timely submission of annual accounts to the Charity Commission.
- Report to managers across the organisation on all financial matters including risk, providing complete, accurate and robust financial information and analysis to contribute to the strategic and business planning process.
- Review and oversee the improvement of the financial policies and processes to meet charity commission guidelines.
- Produce budgets and complete budget vs actual reports.
- Complete monthly management accounts.
- Oversee banking reconciliation of multiple accounts.
- Process all income in accordance with relevant guidance of grants, donations, etc.
- Produce end of grant funding/project financial reports.
- Update and manage the financial aspect of the Risk Register.
- Oversee the financial management of the grant giving process
- Support the recovering of Gift Aid

## Candidate Profile:

### Essential

- Qualified Management Accountant, or equivalent experience.
- Ability to produce modelling to inform financial forecasting, budgeting and long term strategic financial planning.
- Strong Quickbooks (or similar) experience.
- Experience of complex financial planning processes and producing consolidated financial modelling, reporting and analysis for senior management and board.
- Strong analytical and problem-solving skills; ability to identify financial issues as they arise, assess their likely impact and devise appropriate responses.
- Ability to maintain a high level of discretion and confidentiality due to the nature of work.
- Excellent planning and organisational skills, including ability to plan, prioritise and deliver a complex workload.
- Strong ICT skills, with experience of using Microsoft Office and advanced Excel skills.
- Knowledge, understanding, and sensitivity to equality/diversity issues.

### Desirable

- A minimum of 2-3 years' experience in charity financial management
- Leadership orientation and some experience of leading a team with an appetite to develop those skills further.
- Experience of process and system review to drive process efficiency and effectiveness.
- Ability to develop awareness of broader commercial issues facing the sector and to understand the wider competitive and market environment.
- Knowledge of membership organisations.
- Experience of working in and understanding the Voluntary Community Faith and Social Enterprise sector, especially small local groups.

### Qualities

- Naturally driven/self-motivated/self-starter. Able to manage your own time and prioritise a heavy workload
- Commitment to working occasional evenings to meet with Trustee board / sub committee
- The ability to work closely with others in a non-hierarchical setting
- Passionate about the voluntary sector and its role in creating positive social change
- Commitment to the ethos and values of YBF
- Commitment to equality and diversity and an understanding how to promote them in your/our work

## Other terms and conditions

<b>Probation Period</b>	Six months
<b>Expenses:</b>	Staff may claim travel expenses, at the agreed rate, for journeys necessary in the course of their work. Claims for additional expenses will be reimbursed in accordance with our expense policy or funded contracts.
<b>Annual Leave</b>	25 days per annum, pro rata, excluding bank holidays. Holidays will increase in accordance with our Annual Leave Policy.
<b>Pension Payments</b>	On activation and after satisfactory completion of the probationary period, Young Barnet Foundation will contribute, in line with government requirements, into a stakeholder or personal pension scheme.

### Your Application:

**Step one:** Please apply with a **covering letter and an up-to-date CV** (citing your relevant abilities, skills, knowledge and experience). Please use the covering letter to explain in detail how you meet the requirements of the Candidate Profile. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach an additional sheet if necessary. We consider flexible working requests within this role, please state your preferred hours and working pattern within your cover letter.

**Step two:** Please complete our anonymous equality and diversity monitoring form <https://forms.office.com/e/ayVqJ0rFej>

Failure to submit a covering letter with your CV may mean that your application is not considered.

#### By E-mail:

[recruitment@youngbarnetfoundation.org.uk](mailto:recruitment@youngbarnetfoundation.org.uk)

#### Enquiries:

Telephone: 0203 621 6090

CVs will be anonymised and then assessed as and when suitable candidates apply - interview dates before the end of March 2023 and will take place in person at the YBF office (or and as when suitable candidates are identified).

**Please note that this post is subject to appointee undergoing an Enhanced DBS, in line with Young Barnet Foundation's commitment to safeguarding. Proof of right to work in the UK is required. Young Barnet Foundation is an equal opportunities employer.**

Young Barnet Foundation offers a flexible approach to working hours, working closely with each staff member to suit their personal and professional needs. This role may require some occasional evening and weekend working.

Young Barnet Foundation will endeavour to make reasonable adjustments to the application and interview process for disabled people, please contact us if you would like to discuss this.

\*\*\*If you are viewing this role via an online job board/agency please be aware that you MUST submit your application via the instructions above to [recruitment@youngbarnetfoundation.org.uk](mailto:recruitment@youngbarnetfoundation.org.uk) \*\*\*

