

## Role Profile & Person Specification

### Role Profile:

<b>Title</b>	<b>FINANCE MANAGER</b>
<b>Reporting to</b>	Director of Finance and Corporate Services
<b>Job Purpose</b>	The effective management the Finance Department (all business processes included within the function and the management of the finance team).  Develop and nurture effective relationships between Finance, Operations and other Support Departments.

<b>Role Specific Competencies</b>	
Financial Management	<ul style="list-style-type: none"> <li>▪ Provides accurate and timely financial Information on a monthly basis</li> <li>▪ Ensures year-end financial statements are prepared accurately and timely by providing all accurate and up to date information to auditors as appropriate</li> <li>▪ Manages the External Auditor relationship and ensures the organisation is compliant with accounting standards.</li> <li>▪ Contributes to the management of financial performance by providing timely and accurate monthly management accounts, budgeting and forecasting</li> <li>▪ Produces accurate financial reporting alongside management accounts to report on the KPI's determined by the Directors of the company (Trustees)</li> <li>▪ Take ownership of all key finance processes (Payroll, Sales and Purchase ledger, VAT, Debtors and Fund accounting)</li> <li>▪ Supports the business development function by providing accurate financial analysis and effective review of financial information included in business cases, grant claims and tenders</li> <li>▪ Reviews all formal financial policies and procedures and updates as necessary</li> </ul>
Team Management	<ul style="list-style-type: none"> <li>▪ Manages, develops and trains the Finance Team</li> <li>▪ Ensures the structure of the Finance Team remains relevant and fit for purpose as the needs of the charity evolve</li> <li>▪ In collaboration with the Heads of Service across the organisation, ensures robust overall management of the charity</li> </ul>
Administration and IT skills	<ul style="list-style-type: none"> <li>• Has high level IT skills and is able to produce documentation efficiently and accurately using Microsoft Word, Excel, Powerpoint</li> <li>• Manages and oversees the charity's financial systems, including Carefree / Careline Live (or similar rota system), Sage Accounts and Sage Payroll.</li> <li>• Able to promote and contribute to modernisation of processes and effectively using our IT systems to ensure that we are working smartly and moving towards a 'paperless' work environment</li> <li>• Stores &amp; retrieves information &amp; documents effectively</li> <li>• Able to maintain appropriate and accurate records and evaluate the most suitable methods of doing so, including databases</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Positive and confident with an approachable, collaborative manner</li> <li>• Able to handle a busy workload in a fast moving and innovative organisation</li> <li>• Comfortable with change and new challenges</li> <li>• Excellent organisational skills and able to respond promptly to changing</li> </ul>

	<p>priorities</p> <ul style="list-style-type: none"> <li>• Embody and promote the Avalon values</li> </ul>
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<p><b>Our Values</b></p> <ul style="list-style-type: none"> <li>• We are kind and respectful to everyone</li> <li>• We are honest and trustworthy</li> <li>• We are always learning and developing</li> <li>• We are inclusive; everyone has a voice</li> <li>• We work in partnership with our communities</li> </ul>
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<b>Core Competencies</b>	
<p>Communicate well (Respect, Integrity, Working Together, Quality)</p>	<ul style="list-style-type: none"> <li>▪ Listens to others</li> <li>▪ Asks relevant &amp; pertinent questions</li> <li>▪ Communicates in a clear &amp; concise way</li> <li>▪ Effectively uses a range of communication tools &amp; techniques</li> <li>▪ Keeps accurate, objective &amp; clear records</li> </ul>
<p>A positive &amp; practical approach to work (Integrity, Quality, Learning and Reflection)</p>	<ul style="list-style-type: none"> <li>▪ Tackles things in a direct &amp; orderly manner</li> <li>▪ Can be depended upon to get things right</li> <li>▪ Able to prioritise tasks &amp; manage workload</li> <li>▪ Reliable under pressure</li> </ul>
<p>Work well with other people (Respect, Integrity, Working Together)</p>	<ul style="list-style-type: none"> <li>▪ Earns the respect of others</li> <li>▪ Shows respect for the views &amp; actions of others</li> <li>▪ Builds &amp; maintains mutually beneficial relationships</li> <li>▪ Motivates self &amp; others</li> <li>▪ Facilitate customer participation</li> <li>▪ Promote inclusion</li> <li>▪ Drive customer engagement</li> </ul>
<p>Able to respond to &amp; solve problems (Integrity, Quality, Working Together, Learning &amp; Reflection)</p>	<ul style="list-style-type: none"> <li>▪ Plans ahead</li> <li>▪ Tackles issues voluntarily &amp; positively</li> <li>▪ Able to identify the cause &amp; not just the symptoms of problems</li> <li>▪ Able to anticipate problems &amp; develop solutions in advance</li> <li>▪ Solves problems in a calm, direct &amp; organised manner</li> <li>▪ Helps other people with problems</li> </ul>
<p>Able to innovate &amp; have new ideas (Integrity, Working Together, Quality, Learning &amp; Reflection)</p>	<ul style="list-style-type: none"> <li>▪ Full of ideas which provide fresh insight &amp; broader perspectives</li> <li>▪ Responds positively to change</li> <li>▪ Self- motivated</li> </ul>

# Person Specification

<b>Post Title</b>	<b>Finance Manager</b>
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	<b>Essential</b>	<b>Desirable</b>
<b>Qualification</b>		
Maths & English GCSE at Grade 4 or above or equivalent	✓	
Professional Accounting Qualification such as ACCA or ACA (or evidence of working towards)	✓	
<b>Experience</b>		
Experience of a Financial Managerial role with a proven record of success.	✓	
Experience of Sage (Line 50) and Sage Payroll.		✓
Experience of the social care sector		✓
<b>Knowledge and Understanding</b>		
In depth, up to date knowledge of accounting standards.	✓	
Advanced computer software skills including Excel and financial reporting software.	✓	
Extensive working knowledge of Microsoft office suite to include Word, Excel, Powerpoint and Outlook	✓	
<b>Skills &amp; Attributes</b>		
Sound decision making skills based on accurate and timely analysis.	✓	
Exceptional time management skills and the ability to solve problems.	✓	
Ability to lead by example and demonstrate a strong sense of integrity, ethics and dependability.	✓	
Professional written and oral communication skills including the confidence to present to an audience.	✓	
Ability to work under pressure.	✓	
Ability to liaise and communicate effectively with colleagues at all levels.	✓	
Ability to work with senior management to organise, plan and achieve the company financial goals.	✓	
Ability to maintain discretion and confidentiality	✓	
Commitment to the values of Avalon	✓	