

St Peter's Charity and St Columba's House

Job Description Part Time Finance Manager

Job Title: Finance Manager

Accountable to: Chief Executive

Salary: £44-52,000 FTE per annum pro rata to 22.5 to 30 hours by negotiation per week dependant on qualification and experience

Liaises with: Working closely with the Chief Executive and liaising with all staff, Trustees, guests and volunteers of St Peter's Charity and St Columba's House

Hours: 22.5 hours to 30 hours per week. The hours will be worked usually on a regular pattern agreed with your line manager sometime within Monday – Friday. If wished, this role could be fitted in within school hours but some working in school holidays would be required.

Annual holiday entitlement is 28 days pro rata.

Due to the nature of our Charity, this role is an on-site role in our offices in Maybury, Woking. There may be some opportunities for occasional working from home.

Job purpose: To deliver all areas of finance for the Charity. To ensure that financial information is timely, accurate and informative. To ensure financial processes are followed and payments and billing performed in a timely and accurate manner. To provide analysis to support the Chief Executive and Trustees and the work of St Peter's Charity including St Columba's House.

Person Specification:

- Suitably financially qualified or qualified by experience (as a Management Accountant or Chartered Accountant) in the UK by a recognised accredited body such as CIMA or ACCA
- Highly organised, methodical and proactive with an eye for detail
- Team player who is willing to get stuck in to support the staff team as needed
- Good communicator with a variety of stakeholders
- Ability to see the bigger picture when reading accounts
- Ability to cover the full range of finance functions from paying invoices to overseeing investment performance and providing financial analysis

- Proactive with good troubleshooting abilities
- Good level of literacy including a good level of written and spoken English
- Warm, approachable demeanour with a professional approach
- Discretion in handling sensitive information
- Experience in a small organisation or charity an advantage
- Experience of Quickbooks an advantage
- Experience of producing management accounts an advantage

General Information:

St Peter's Charity was founded in 1861 as an order of religious sisters in the Church of England. Since then it has gone through many transformations. Today the Charity runs a retreat and conference centre called St Columba's House in Woking, Surrey, and a small grant making trust which gives grants to healthcare charities. The Charity also cares for the last remaining sister of the Sisterhood of St Peter and manages a portfolio of properties and investments.

We are looking to appoint a Finance Manager who will look after all our financial systems, reporting and processes. This is a varied role and the post holder will be the sole financially qualified member of our friendly staff team. We envisage a hand over period with both the current Financial Controller and the accountancy firm who currently produce our management accounts.

The staff team is small and we work predominantly part time. However, we run a 24/7 residential centre, so it is important that all team members, no matter their role, have a "guests first" attitude and an open and friendly approach to work and helping colleagues.

Key tasks:

1. Financial Accounts, Reporting and Audit

- Prepare monthly management accounts, including entering journals as necessary
- Lead on preparation and lead on liaison during annual audit
- Lead on checking audited annual accounts and work with the Chief Executive to prepare the annual report
- Produce other financial reports and analysis as required
- Use Quickbooks to ensure financial record keeping is always up to date and accurate
- Closing monthly and end of year accounts

2. Payroll

- Conduct payroll including:
 - Collecting and checking timesheets via line managers
 - Making BACS payments
 - PAYE returns to HMRC
 - Monitor overtime claims
- Manage pension contribution payments ensuring relevant staff are enrolled and manage those below the threshold giving them the option to opt in
- Proficiency in Quickbooks Payroll advantageous, training can be given

3. Billing and Payments

- Work with Front of House team to ensure accurate bookings charges are entered into our booking system with correct codes
- Import sales invoices into Quickbooks
- Monitor payments, enter receipts on Quickbooks and inform Front of House team of relevant bookings payments received.
- Collecting rent from one tenant and entering payments to and from lettings managing agent
- Ensure all sales invoices are paid promptly
- Purchase invoices:
 - ensure these are appropriately signed off
 - enter on Quickbooks with appropriate codes
 - ensure prompt payment
 - Direct Debits – monitor, enter on Quickbooks and ensure these are regularly checked and signed by the Chief Executive

4. Banking

- Cashflow – monitor cashflow on an ongoing basis reporting any likely cashflow issues to the Chief Executive at an early stage
- Placing banking transactions online and co-ordinating Trustees and the Chief Executive to approve and release payments and transfers
- Reconciling credit cards

- Reconciling transactions against statements
- Work with the Front Office to cash up and bank on a regular basis

5. Budgets

- Prepare the annual budget working with the Chief Executive and other relevant staff
- Work with the Chief Executive to prepare budgets for new projects
- Monitor actual performance against budgets

6. Board of Trustees

- Be present at all Trustee meetings (quarterly on Thursday mornings)
- Create and manage a rota of Trustees to release payroll and general bank payments
- Take minutes of Trustee meetings and circulate minutes appropriately
- Prepare meeting paper packs (in print and electronically) and circulate appropriately
- Be a member of the Financial Advisory Group of staff and Trustees, attending meetings and note taking. This is an ad hoc group which meets on average 3 times per year as needed

7. Investments

- Monitor investment performance and investment income
- Liaise with the investment managers
- Assist with Investment Management tendering process
- Set annual total return estimates for budget

8. Other tasks

- Monitor and report on donations and their sources
- Conduct Gift Aid claims
- Conduct VAT returns and work with a VAT advisor to establish VAT schemes where appropriate
- Petty cash management for the whole organisation
- Staff holiday record keeping and calculations
- Card payment machine contract management
- Donation Station machine contract management
- Stripe online giving contract management
- Filing of relevant paperwork both financial and non-financial
- Attend weekly staff briefings (Thursday mornings)
- Any other appropriate tasks that may from time to time be agreed with the Chief Executive
- Provide cover for other staff during holidays and sickness
- There are opportunities for interested staff to develop special interests that will enhance the work of St Columba's House, provided that the general administrative duties of the post continue to be achieved