



Finance Manager

Location:	Hybrid working at our office at the Beethoven Centre and from home
Salary:	£9,000 pa (£45,000 FTE)
Contract:	Permanent
Notice period:	One month and then three months after successful completion of 6 month probation
Hours:	7.5 per week
Reporting to:	Chief Executive
Responsible for:	Finance Officer
Holiday:	25 days per annum pro-rata
Start Date:	As soon as practicable

Please email your CV to brian.jones@carers-network.org.uk

About Carers Network

Carers Network is an independent charity. Our vision is that every unpaid carer is recognised and leads a healthy, fulfilling life with control over their caring role. We are a small, friendly and dynamic team working with unpaid adult carers in diverse boroughs in central London.

For 30 years we have been working with carers to provide information, advice and support, along with social events, breaks and other services to ensure that carers are well informed, supported and healthy. We currently work with just over 7,000 carers in the City of Westminster, London Borough of Hammersmith & Fulham and Royal Borough of Kensington & Chelsea.

Carers Network is an equal opportunity employer and service provider that recognises and celebrates diversity. We are a London Living wage employer.

Our Values

We are compassionate

We listen to what carers want and work with them – with kindness, sensitivity and understanding.

We are proactive

We take responsibility for getting carers the help they need.

We make a difference

We actively work to make a positive change in carers' lives.

Job Description: Finance Manager

Duties**Financial management**

- Overall responsibility for the financial management of Carers Network, in conjunction with the CEO and Head of Service and, where appropriate, with the charity's Treasurer.
- Prepare and submit Financial Reports to the Board and/or Finance and Risk Committee meetings, in conjunction with the CEO and the agenda; There are usually 4/5 such meetings a year, which may be in-person or on-line. Attendance for part of such meetings may be required to present the Financial Reports.
- Develop the annual budget aligned with Carers Network strategy, in conjunction with the CEO and Head of Service, providing detailed analysis by department and by project, and distinguishing between unrestricted and restricted funds. The budget should include anticipated outturn, breakdown by month, commentary on assumptions made and comparison with prior years. Reforecasts may be required during the year as and when circumstances require it.
- Prepare quarterly management accounts on an accruals basis, including balance sheet, income and expenditure actuals to date, comparison to budget, and explanations of variances to budget. The management accounts should provide detailed analysis by department and by project, and distinguish between unrestricted and restricted funds.
- Manage the Finance Officer in delivery of their role and responsibilities, including:
 - Regularly reviewing transaction processing on Sage 50 Accounts
 - Authorisation and coding of supplier invoices
 - Overseeing the Customers and Suppliers ledgers on Sage, ensuring appropriate credit control procedures are maintained.
 - Regularly reviewing all transactions passing through the Unity Trust Bank on-line banking system, ensuring regular bank reconciliations.
 - Allocating monthly payroll costs
 - Tracking cashflow to ensure sufficient funds are maintained in the Unity Trist Bank current account to ensure prompt payment of liabilities.
- Managing payroll, including:
 - Instructing any payroll changes to the outsourced payroll management company each month
 - Reconciling the payroll summary each month to ensure that all requested changes have been correctly reflected
 - Ensuring that the HMRC and Pension liabilities are settled promptly each month and reconciling the control accounts in Sage

- Manage the external audit process, including
 - Preparing the year end workbook and drafting the financial sections of the trustees' annual report and accounts.
 - Liaising with the auditors, ensuring that all requests for information are responded to promptly
 - Keeping the CEO and Board informed of progress and any matters arising
- Ensure that Carers Network maintains segregation of duties and other internal controls appropriate to a charity of its size and implement any recommendations from the external auditors. Review the Finance Policy document annually to ensure it is up to date with current practice.
- Ad hoc tasks as required from time to time by the CEO. This may include assisting with financial information for tenders and grant applications and providing tailored reports to funders.

Leadership

- Work with the CEO and SMT to develop and deliver the organisation's strategic objectives, leading on the financial aspects of the strategy.

Management

- To line manage, supervise and annually appraise the Finance Officer.
- Ensure that staff are conversant with relevant financial policies and procedures to fully undertake their role.