

# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



## Job Description

<b>JOB TITLE:</b>	Finance Manager
<b>REPORTS TO:</b>	Director of Finance
<b>RESPONSIBLE FOR:</b>	Finance Team
<b>LOCATION:</b>	Parsons Court, Newton Aycliffe

### JOB SUMMARY

The Finance Manager plays a key role in contributing to the effective financial management of the Trust. Reporting to the Director of Finance, the role will be responsible for ensuring the effective working of our finance systems and compliance with our statutory and funding requirements.

The role will lead the Finance Team, who are responsible for day to day financial activities. The Finance Manager will liaise with other members of the Executive Team, staff, programme partners, funders and other stakeholders to deliver a high standard of work and communicate complex financial information to a diverse audience, producing and explaining detailed reports and monitoring information.

### KEY TASKS

- Ensure accurate and timely financial management information is prepared and communicated effectively to staff, management and the Board of Trustees.
- Ensure effective financial control, management and accountability throughout the Trust
- Line management of the four person finance team, working to continuously develop the team
- Produce accurate and timely monthly management accounts, reports and forecasts
- Prepare statutory annual accounts and be the lead contact for auditors.
- Assist in the preparation of the annual and three-year budget

- Oversee the day to day financial systems including; sales ledger, purchase ledger, nominal ledger, cash flow, petty cash, project management, bank reconciliations.
- Ensure that ledgers and balance sheet accounts are accurate and reconciled in a timely manner
- Ensure an effective competent and timely payroll is process and liaise with HR staff, assisting with the resolution of payroll queries, including liaison with external agencies, including HMRC, where required and the completion of any associated documentation.
- Support with preparation of monthly pension's deductions summary.
- Ensure that all pension payments are processed on a timely basis and liaise with the pension provider and advisor as required
- Ensure that the correct VAT treatment is applied to all income and expenditure, and prepare quarterly VAT returns
- Produce quarterly reports on finance and performance measures to Groundwork UK
- Communicate with all Trust staff to ensure there is a high level of awareness of the requirements of financial control and management throughout the Trust.
- Provide financial information and support to project staff for funding applications, tenders, claims and reports to funders.
- Work with the Director of Finance to review, develop and implement financial management and control systems to meet our evolving needs

**Additional Requirements:**

- Comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisations safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.