

<b>Job Title:</b>	<b>Finance and Resources Lead (Interim)</b>
<b>Reports to:</b>	Chief Executive
<b>Hours:</b>	25 hours per week
<b>Salary:</b>	£25,187 pro rata (Fixed Term until 31 March 2022)
<b>Main Places of work:</b>	Allum Lane Community Centre, Elstree, WD6 3PJ Civic Centre, St Peters Street, St Albans AL1 3JE

We are looking for someone who can live and breathe our values; To work in partnership, deliver quality, adapt, be positive and be inclusive. You will be proactive and able to work colleagues and volunteers to deliver amazing services.

The Finance and Business Lead will provide oversight Communities 1st's resources, particularly ensuring financial processes and reporting enable us to make sound decisions, and that office support is efficient and effective for HR, IT and governance.

**Purpose of the Job:**

- Provide support to the Management Team on planning, forecasting, budgeting and reporting functions for all externally funded projects and programmes, including the quality and performance of our delivery and implement a monitoring framework for all of Communities 1<sup>st</sup> work and ensure collation of data on key performance indicators & produce reports.
- Responsible for financial management and control, including accounting, records, financial operations, and financial management information
- Work collaboratively with staff, members and partners to research, identify and create exciting and sustainable funding opportunities from the wide range of existing, and future, projects and programmes
- With support from the Management Team, establish and maintain robust procedures, with the goal of effectively managing funding bids, tenders, SLAs and contracts.
- Oversee routine book-keeping processes, and be responsible for the timely and accurate management accounts reporting and related financial processes.
- Prepare tenders, contract bids and grant proposals including producing accurate budgets and costs, including working with colleagues to identify and secure new income streams that are relevant in our thematic focus areas.

### **Planning, forecasting and budgeting:**

- Support the CEO in the development of financial plans, in alignment with the Strategic Plan and Annual Business Plans and the forecast availability of resources
- Working with Management Team support and help manage the setting of the budget and forecasting future years budgets
- Ensure integrity of data input and modelling assumptions, and validity of financial models and forecasts
- Support the CEO in providing budget and forecast reports for Management Team and Trustee Board
- Submission of agreed budgets and forecasts in line with Management Team and Trustee Board requirements and timetables

### **Financial management, control and operations:**

- Take the lead of the financial processing function using Quickbooks including sales and purchase ledgers, journals and nominal ledger
- Management of accounting and financial record systems
- Maintenance of appropriate and effective systems and procedures for financial control, in line with regulatory and audit requirements and agreed policies
- Review and respond to any control weaknesses identified through audit or other procedures and checks
- Management of income and expenditure operational systems and procedures, including BACS, online payments in and out, cashless systems, cash procedures and banking

### **Financial reporting, control reporting and management information**

- Undertake processing and record keeping for Communities 1st's finances and financial reporting, following best practice and developing processes as required
- Internal management reports, including forecasts, cashflow reports, management accounts, bank reconciliations, benchmarking data, department budgets reports etc
- Producing trial balance at year-end to facilitate audit.
- Take forward opportunities for new initiatives and projects for own area of responsibility, working with CEO and deputy CEO to take them from inception to delivery and review.
- Keeping up to date records of our contacts and fundraising progress on CiviCRM
- Produce high quality reports including statistical information on service delivery to agreed deadline and in the development of case studies.

**Income Generation:**

- Development and submission of external funding bids and responses to tender opportunities, including keeping track of potential and live funding opportunities.
- Liaise and work closely with the Voluntary Sector Partnerships Manager to promote research findings in an accessible way to a variety of audiences.
- Supporting work to identify key areas for growth and new opportunities
- Conducting research into funding opportunities, competitors and market trends
- Develop and maintain a good understanding of local sector support and development and the work of our members, to help identify opportunities for new relationships, partnerships and business development operations.

**Contribute to the broader work of Communities 1st:**

- Contribute to the broader strategic, programmatic, and operational and communications work of Communities 1st.
- Support the day-to-day smooth running of Communities 1st office.
- Maintain administrative and office processes, and record keeping systems in response to the changing needs of the business.
- Assist in writing and editing organisational literature, ensuring valid, current and accurate content.

**Other Duties**

- Work as part of Communities 1st team in a professional manner in accordance with policies, procedures and equal opportunities practices
- Work with people from a range of seldom heard groups and contribute towards a positive equalities ethos.
- This is not a final and complete statement of the duties attached to this post, which may be amended from time to time in accordance with the changing needs of Communities 1<sup>st</sup>

## Person Specification: Finance and Resources Lead (Interim)

	Essential	Desirable
<b>Values and Personal Attributes</b>		
1.1 Ability to implement our values in all aspects of work. These are to: Work in partnership; Deliver quality; Adapt; Be positive; Be inclusive.	✓	
1.2 Ability to work with a diverse range of people and organisations and be an effective communicator in both verbal and written forms.	✓	
1.3 Be proactive and self starting in the development of projects as well as work under pressure.	✓	
1.4 Ability to work flexibly and effectively as part of a team and on own initiative	✓	
1.5 Proactive approach to personal development and the updating of skills and knowledge	✓	
<b>Skills &amp; Knowledge</b>		
2.1 Appreciation of the nature of accountability, ethics, targets and outcomes	✓	
2.2 Excellent knowledge of general accounting		✓
2.3 Able to prepare, review and understand a financial statement		✓
2.4 Excellent organisational / time management skills	✓	
<b>Experience</b>		
3.1 Experience of developing and managing financial processes including preparing accounts and overseeing audit		✓
3.2 Comfortable with prepayments, accruals and fixed assets etc.	✓	
3.3 Strong working knowledge of Quickbooks accounting software	✓	
3.4 Financial management including supervision and delivery of the key financial processing functions	✓	
3.5 Experience of providing functional support to a small team	✓	
3.6 Experience with charity finance and accounting is desirable		✓
<b>Other Requirements</b>		
4.1 Flexible approach to working hours. Able and willing to work occasional evenings / weekends	✓	
4.2 Ability to travel within the districts of Hertsmere, St Albans and occasionally wider afield	✓	
4.3 IT literate and with effective use of social media and related communication tools and systems	✓	