

# Finance Manager Applicant Pack



Dear Applicant,

Thank you for expressing an interest in the role of Finance Manager based in Haringey.

We are looking for a part qualified or qualified management accountant to manage and develop our financial planning and reporting systems. Having grown from a start-up in 2015 we now have a diverse project portfolio and will turnover £1m+ this financial year. The staff team reflects this growth and currently comprises of 27 members and 10 Associates.

If you would like to use your financial knowledge and experience to benefit the local community through being a key member of our team we would like to hear from you.

This is an exciting new opportunity in a dynamic social enterprise, and I hope you will find the details in this application pack both interesting and useful in making your application. I do suggest you have a look at our websites, details below, which will give you a better understanding of Public Voice and the scope of our current activities.

Please send us a CV and a separate Personal Statement of no more than two sides of A4 explaining how you meet the person specification for the role, see below. We will be evaluating all applications against the Person Specification. Applications must also include a completed Monitoring Form.

Applications should be sent to [info@publicvoice.london](mailto:info@publicvoice.london) by 12 noon on 31<sup>st</sup> July 2020 and should include the names and contact details of two referees. Postal applications can be sent to: Public Voice, Tottenham Town Hall, Town Hall Approach Road, London, N15 4RX.

If you require the recruitment pack in an alternative format, please call 020 3196 1900.

I look forward to hearing from you



Mike Wilson

Director

## **PUBLIC VOICE – WHO ARE WE?**

Public Voice is a Community Interest Company (CIC) which started trading in April 2015 and has a mission to improve services through user engagement. Our main long-term contracts in Haringey include delivering the statutory Healthwatch programme and the Information, Advice and Guidance service, as a member of the Haringey Advice Partnership. Since May 2019 we are the lead partner delivering a comprehensive programme to residents over 50 in Haringey, see [www.reachandconnect.net](http://www.reachandconnect.net) We also undertake public health related research projects and support an Expert by Experience board engage with the North Central London STP Mental Health workstream. Find out more about us on our other two websites [www.publicvoice.london](http://www.publicvoice.london) and [www.healthwatchharingey.org.uk](http://www.healthwatchharingey.org.uk)

## **THE ROLE**

### **JOB DESCRIPTION**

<b>Job Title:</b>	Finance Manager
<b>Salary:</b>	£30,000 FTE, pro-rata £18,000 (+ 3% pension contribution)
<b>Working hours:</b>	Part-time, 3 days per week
<b>Contract length:</b>	Fixed Term, 1 year (potential extension)
<b>Reports to:</b>	Director
<b>Organisation:</b>	Public Voice CIC
<b>Based:</b>	London Borough of Haringey

### **JOB PROFILE**

#### **Main Purpose of Job**

To provide financial reports and advice to the Director and Board to ensure that there is effective financial management of the organisation. To support the Director and Finance & Audit Committee in drafting the annual budget and in monitoring financial performance during the year. To ensure that invoices and payments are processed efficiently and produce a monthly creditors and debtors report. To keep the financial procedures and delegations under review and identify weaknesses in financial controls.

## **Job Role**

1. To use the QuickBooks accounting software to record all income and expenditure using the appropriate project coding structure.
2. Reconcile the bank statements with the Quick Books accounts monthly.
3. Issue invoices through QuickBooks, make payments to suppliers and process staff expense claims.
4. Produce monthly “year to date” reports, highlighting and explaining any significant variances which may impact on the out-turn.
5. Report on creditors and debtors monthly and chasing outstanding payments.
6. Produce reports on a project basis to identify the profitability of each project after the allocation of overheads.
7. Prepare cashflow reports and one-off finance reports for the Finance and Audit Committee and Board using Excel.
8. Review financial control systems and processes and make recommendations for improvements.
9. Work with the Haringey Circle team to ensure that their financial transactions and banking procedures are based on effective financial controls including updating their CRM system.
10. To service and attend the Finance and Audit Committee meetings and other internal meetings as required from time to time.
11. Establish positive relationships with the finance teams in our main suppliers and commissioners’ organisations.
12. Liaise with the company accountant to clarify any accounting issues and to prepare the Annual Accounts.
13. Liaise with Office Manager and payroll to process staff salaries monthly.
14. Manage the finance email account and respond to queries in a timely manner.
15. Assisting the organisation to remain compliant with current government legislation and its duties in making financial filings and submissions including HMRC.
16. Report any irregular and potentially fraudulent activity to the Director.
17. Any other duties commensurate with the post.

<b>Finance Manager: Person specification</b>			
<b>Qualifications</b>	E	D	Assessment
Qualified or working towards ACA, CIMA, CIPFA, ACCA	*		A
<b>Experience</b>			
Able to contribute to business development	*		A/I
Presenting financial information in an accurate and accessible way	*		A/I
Financial planning and strategy development	*		A/I
<b>Knowledge / Skills</b>			
Operation of commercial accountancy package	*		A/I
QuickBooks user		*	A/I
Microsoft office with advanced Excel skills	*		A/I
Experience of using a CRM system (training will be provided)		*	A/I
Production of financial reports and management information	*		A/I
Good interpersonal skills and builds positive working relationships (internal and external)	*		A/I
Preparing end of year accounts for audit	*		A/I
Understanding requirements of funding agencies	*		A/I
Using continuous improvement to deliver a high-quality service	*		A/I
Understanding of the voluntary sector and not for profit principles		*	A/I
<b>Personal Qualities</b>			
A good team player		*	I
Values diversity	*		I