



JOB TITLE: Finance Manager

JOB DESCRIPTION

The finance manager is responsible for all financial and management accounting functions of Team Domenica. The post holder will be recognised as the organisation's finance expert by their peers.

The Finance Manager's responsibility is to ensure that the financial systems and information we have supports the trustees and staff to make informed decisions and that we remain compliant with all relevant regulations and donor restrictions. They will be assisted in this by a part-time bookkeeper.

CONTRACT DETAILS

CONTRACT: Permanent. Full Time, 40 hours per week (with some flexibility).

SALARY: Up to £40,000, depending on experience.

ANNUAL LEAVE: 25 days holiday per annum plus 8 English bank and public holidays.

LINE MANAGER: Co-CEO

LINE REPORTS: Bookkeeper.

RESPONSIBILITIES AND DUTIES

- Work with the Co-CEO to ensure efficient, modern financial management and planning systems, ensure that financial reports effectively inform business development and fundraising strategies and that the organisation demonstrates value for money across all activities and services.
- Work with other members of SMT to improve their knowledge of the financial risks and opportunities for Team Domenica, mentoring them to develop a commercial attitude to their work.
- Responsibility for all month end processes resulting in monthly Management Accounts reporting.
- Oversee the timely operation and upkeep of accounting systems in accordance with financial procedures. We use Xero accounting software, and are in the process of bringing our (monthly) payroll in-house.
- Prepare key account reconciliations and review those carried out by the Finance Officer to ensure completeness. This includes credit control with local authorities and others.
- Review and analyse financial reports, with the manager, on performance against budget, to inform management decisions and strategic planning processes.
- Prepare information for our Funders on the projects spend and work with the Fundraising team to present this in a meaningful way.
- With the bookkeeper support the CEOs and Trustees to ensure efficient preparation of the annual financial accounts and budget, and the effective production of financial information to support funding bids, tenders and the generation of new income.
- Work with the auditors to ensure that the annual audit is conducted in a timely manner.

All staff have the duty to:

- Maintain the health and safety of themselves, colleagues and candidates as well as the public and visitors to Team Domenica.
- Prioritise the safeguarding of candidates by following the procedures and principles laid out in our policies and associated legislations.
- Promote equality of opportunity and respect difference and diversity with the Team Domenica community.
- Maintain a professional stance while at work, including being a positive advocate of the work of Team Domenica.

This list of duties should not be regarded as exclusive or exhaustive as you may be required to undertake other reasonably determined duties and responsibilities.

REQUIREMENTS AND PERSON SPECIFICATION

Essential

- Qualified accountant (or qualified by experience).
- Working knowledge of Xero.
- Ability to analyse figures and present findings to non-finance people.
- Ability to relate to people at all levels within the organisation.

Desirable

- Charity accounting.
- Payroll processing.
- Person management.
- Credit control.

This role will be based predominantly at Brighton. Depending on their roles, our staff can be required to work on a range of different sites, including our main training centre, enrichment site, training cafés and employer's premises.

BENEFITS

- Company Sick Pay: (post probation) 15 days in any 12-months rolling period for eligible employees.
- Employee Assistance Programme: providing consumer, legal and personal advice. It can also refer you to free professional counselling if needed.
- Workplace Pension Contribution: 3% employer, 5% employee.
- Staff Discounts: 25% discount in our cafes and coffee products.
- Family friendly policies:
 - Maternity leave
 - Paternity leave
 - Adoption leave
 - Shared Parental Leave
 - Parental Leave, after completing one year of continuous employment and eligible up to the child's 18th birthday
 - Time-off to care for dependants

HOW TO APPLY

To apply for this position, please send a copy of your CV and a covering letter to: hr@teamdomenica.com.

Closing date: Sunday 17 November.

WHAT TO EXPECT

Team Domenica is a Brighton-based charity supporting young people with learning disabilities – our candidates – into paid employment. We create futures for the individuals we support, helping them to discover their full potential, live happy fulfilled lives, and feel included within the local community.

Team Domenica is committed to the safeguarding and protection of young people and vulnerable adults. Employment will be subject to the receipt of two satisfactory professional references and enhanced DBS certificate. Safeguarding Training will be given once the successful candidate begins their role.

Team Domenica is dedicated to providing an inclusive working environment that encourages diversity and equal opportunities for all. We are committed to supporting a team that is representative of a variety of backgrounds, perspectives and skills.

As part of our recruitment process, Team Domenica collects, stores and processes personal data relating to job applicants. Shortlisted candidates will be emailed a Team Domenica Application Form to complete and return prior to interview as part of our Safer Recruitment policy.

Please refer to our Safer Recruitment Policy for information regarding all of the steps in our recruitment process and to find out more about how we use and protect the information you provide.