

Finance Manager

Job Title:	Finance Manager
Reporting to:	Senior Operations Manager (interim)
Location:	Home-based
Salary:	£40,000 - £43,000
Contract:	Full-time (35 hours)

Would you like to join a small but mighty charity, working as part of an inspirational team delivering real change for women and girls? Do you have a strong track record in financial management within the charity sector? Are you pragmatic, able to multitask and have a strong attention to details? Are you passionate about the work of Surviving Economic Abuse (SEA) and do you embrace our feminist values

If so, we'd love to hear from you!

About Surviving Economic Abuse (SEA)

Surviving Economic Abuse (SEA) is the only UK charity dedicated to raising awareness of economic abuse and transforming responses to it. Founded in 2017, our vision is a world in which *all* women and girls are economically equal and live their lives free of abuse and exploitation. Economic abuse is a form of coercive and controlling behaviour: 95% of women who experience domestic abuse will experience economic abuse. It limits their choices and ability to access safety.

Our work is led by victim-survivors of economic abuse (Experts by Experience). Their lived experience and knowledge shapes everything we do. We are always learning, and we share our expertise via a national working group and an international network of practitioners, researchers and policymakers.

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About the Role

The Finance Manager is responsible for the day-to-day accounting of the charity and ensures that the charity meets its legal obligations. It is their responsibility to manage all accounting activities, including bank reconciliations, bank transactions, accounts payable and accounts receivable.

The Finance Manager plays a pivotal role in overseeing the finances of the charity, preparing financial reports, management accounts and quarterly forecasts for key stakeholders including the Board of Trustees, Senior Management team, project budget holders and auditors. It is also the responsibility of the finance manager to prepare the annual accounts and co-ordinate the annual audit, and to provide financial information for funder reports.

The Finance Manager works with Teams across the charity to prepare and produce an annual budget and works closely with key stakeholders to analyse income and expenditure to support informed decision-making.

Key responsibilities

Internal Reporting

- Work with the CEO, Heads of Teams and Trustees to produce annual budgets and monitor income and expenditure.
- Prepare quarterly financial management reports to be shared with key stakeholders. Key stakeholders include the Heads of Teams, Trustees, and budget holders. Reports include:
 - Cash flow- actual and projected,
 - An analysis of general funds - actual and projected;
 - Statement of financial activities with explanations of variances to budget,
 - Balance sheet; and
 - An analysis of all funds with explanations of risks or concerns.
- Prepare papers for the Finance Committee, Risk and Audit Committee and Trustee Board meetings, and attend and contribute as required. Provide input to the quarterly CEO report as required.
- Ensure financial information is up to date and available, such as bank statements, cash flow position and reserves levels.

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- Maintain the Funding for Roles schedule to be shared quarterly with Heads of Teams and more frequently if necessary.
- Coordinate with our book-keeping and management accounts support to ensure internal reporting timetable can be met.

Funder Reporting

- Work with Heads of Team to produce budgets for grants.
- Funder reporting
 - Financial reports to funders are required under the terms of the grant agreements – often quarterly – the Fundraising Manager will provide requirements.
 - Process quarterly journals in line with agreed budgets
 - Review project income/expenditure for the period under review against the budget
 - Reconcile the report to the funder to the records on Quickbooks
 - Resolve any unexplained variances
- Funder audits – periodic funder audits – reply as required.

Statutory reporting/Regulatory reporting

- Coordinate and manage the annual audit process, acting as key contact for auditors.
- Produce the documentation required by the auditors as outlined in their planning letter and work with internal stakeholders (including trustees) as required.
- Develop financial policy and procedures, ensuring legal requirements and good practice are observed and adhered to.
- Submit the signed accounts with the Charity Commission and other regulators as appropriate. Complete the Annual Return for the Charity Commission.

Payroll

- Liaise with Senior Operations Manager to agree monthly payroll changes and notify the outsourced payroll provider who will prepare the monthly payroll.
- Organise internal review, prepare the payroll journals and pay monthly payroll.
- Work with our book-keeping support to ensure the payroll journals are accurately processed into the accounting records.

Team and other expenses

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- Work with the Operations Officer to process all team expenses using Dext
- Process Trustee and EEG expenses
- Settle expenses using online banking.

Day to day activities

- Manage the charity's accounting and payment processing software systems, including QuickBooks, and Dext
- Process invoices and receipts using Dext/Quickbooks
- Respond to queries on financial matters as required
- Pay suppliers through online banking
- Reconcile bank accounts weekly, matching transactions against bank transactions.
- Ensure that invoicing is done promptly – liaise with colleagues as required. (Includes invoices for training, speaker fees, consultancy, reimbursed travel etc and some grant income is invoice generated).

General

- To take responsibility for satisfying the CPD requirements as required by your professional body. SEA will meet reasonable costs of required accredited courses.
- To participate and contribute to team meetings and organisational development.
- To comply with SEAs policies and procedures and legal requirements, such as provisions set out in the GDPR, Health and Safety at Work Act 1974 and Equality Act 2010.
- To undertake any other duties commensurate with the general level of responsibility of the job.

Person specification

Essential

- Professionally qualified accountant and member of either ICAEW or ACCA or extensive finance experience in the charity sector
- Proven experience as a Finance manager or similar in a small charity
- Proven experience at managing deadlines and regular reporting cycles
- Extensive experience of accounting and book-keeping procedures including the use of financial software
- Knowledge of Charities Statement of Recommended Practice (SORP)

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- Knowledge of financial regulations
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Attention to detail, including an ability to spot numerical errors
- Strong interpersonal skills and ability to engage a range of stakeholders.
- Strong organisational, multi-tasking and administrative skills.
- Ability to work effectively as a member of a team.
- A commitment to the values and feminist ethos of SEA, embedding these in all you do.

This role is UK home-based. A laptop and telephone are provided, and travel expenses are covered. The wider SEA team meets approximately once a month, virtually and travel will be expected once a quarter for in person meetings at various locations across the country. Due to the nature of our work and this role, appointment will be subject to satisfactory Disclosure and Barring Service (DBS) check and references.

To apply

Please submit your CV and a covering letter which demonstrates how you meet the criteria set out in the person specification to:

- **Deadline for applications:**

Interviews:

Surviving Economic Abuse (SEA) is committed to promoting a diverse and inclusive team which reflects the diversity of the communities we support. Our culture celebrates diverse voices and we particularly encourage applications from individuals from communities that are under-represented.