

Job Description

Job title:	Finance Manager
Responsible to:	Head of Operations
Salary:	£36,000
Contract:	Full time, permanent (flexible hours considered)
Location:	Bath (homeworking initially)

About Designability

Designability is a national charity that enables disabled people to live with greater independence. Our expertise is in user-centred design, creating products with and for disabled people to improve and enrich their lives.

The common thread through all of our work is in the design, creation and provision of a product to increase independence for disabled people. This is not just about products people need, but products they *want* to use.

We deliver choice by involving disabled people across our organisation and throughout the design process to create innovative product solutions not available elsewhere.

We create great looking, easy-to-use products that go beyond basic functionality. And we partner with industry to help as many people as we can – we've transformed over 300,000 lives to date.

As a charity, our mission is get the right products into the hands of those who need them. We build prototypes and develop new products in response to specific needs, in the hope that our products will inspire new markets to blossom.

We do not receive any statutory funding, so all of our work relies on voluntary donations.

Purpose of role

The primary purpose of the role is to manage the charity's finances ensuring good financial controls are in place and that sound and appropriate practices are maintained.

The postholder will advise the Heads of Departments on all matters relating to the financial performance of the organisation and provide management information for the Executive Team, and Board of trustees. The Finance Manager will assist the Head of Operations in setting budgets and monitoring the financial performance of Designability, helping to ensure that the charity's finances operate in line with SORP regulations.

There are two direct reports into this post: Finance Officer (0.9 FTE) and Sales & Purchasing Officer (0.8FTE).

Other responsibilities include overseeing the preparation of quarterly reports to the Finance and Audit Committee and the Board of Trustees, along with responsibility for the submission of Annual Returns for the Charity Commission and Companies House.

The post holder will be part of the Senior Management Team so will be expected to contribute to future strategy, business planning, monitoring of budgets and performance, and policies and procedures.

Key responsibilities

1. Manage financial activity and reporting

- Manage the charity's finances ensuring that effective and appropriate processes and controls, and risk management procedures, are in place and being followed.
- Line management of the finance and purchasing team to ensure that accounts are maintained and reported, through production of monthly and quarterly management accounts, with statements of income, expenditure and cash flow.
- Work closely with the Finance Officer and the Heads of Department to forecast income and expenditure monthly. Identify to the CEO and Board at an early stage any risks to financial balance and possible actions to rectify or mitigate the risk.
- Provide sound financial advice to the Chief Executive and Heads of Department to ensure the long-term financial viability and effective financial management of the charity.
- Support the charity's strategy, planning and service delivery, ensuring effective processes are in place for resource allocation, cost reduction and performance monitoring.
- Co-ordinate all audit, accounting and taxation services and advice to the charity, with statutory financial reporting for audit, in line with SORP regulations. Ensure that Annual Returns are submitted for the Charity Commission and Companies House.
- Attend quarterly Finance & Audit Committee meetings as necessary, and provide regular reports including investment reports
- Oversee financial review of project proposals and research grants
- Be the first point of contact with banks, auditors, pension funds, investment managers, consultants, HMRC and charity finance specialists. Authorise payments, sign cheques, administration of bank accounts and credit card accounts.
- Monitor Designability's investment portfolio in line with the charity's policy, providing information and reports to the Finance and Audit Committee on a regular basis.
- Ensure that the organisation is compliant with all procedures and guidelines relating to the latest Charities SORP.

- Manage the organisation's payroll function, liaising with any external payroll service provider.
- Manage the Finance Officer to maintain the accounts and to deliver monthly statements of income, expenditure, cash flow and quarterly management accounts.
- Manage the Sales & Purchasing Officer, to ensure that adequate processes are in place for sales and purchasing.
- Work with the Head of Operations and Finance Officer to ensure that the necessary accounting systems, processes and reporting systems are in place.
- Ensure that there is appropriate and adequate insurance cover for all operations of the organisation.
- Assist Head of Operations and Sales & Purchasing Officer with product pricing, cost and financial aspects of contract negotiations.
- Ensure VAT procedures are being followed and partial exemption method is appropriate. Provide financial oversight to fundraising activities

2. Team management and reporting

- Provide effective management to your team, as outlined on the attached organisation chart, setting clear objectives, managing and developing the team to deliver high performance levels.
- Create effective relationships with your management colleagues, collaborating and working jointly to deliver growth and excellent levels of service.
- Provide verbal and written reports to the CEO and Head of Operations, including accounts and key performance indicators. Attend and contribute to Sub Committee meetings, and other governance meetings as required.
- To be committed to the work of Designability and work in accordance with the organisation's policies and procedures.
- To conduct such other duties as may be required by the organisation from time to time.
- Willing and able to undertake work outside normal hours and to travel as required.

Person Specification

To be successful in this role, you will be commercially savvy, financially literate, well organised and keen to help people with disabilities and long term health conditions to live life to the full.

Criteria	Essential	Desirable
Qualifications	ACCA, ACA, CIMA or CIPFA qualified	Further professional qualifications
Experience & Knowledge	<p>Experience of a management accounting role</p> <p>Experience managing charity finances</p> <p>Training in financial management</p> <p>Membership of CIMA, ICAEW, or similar</p> <p>Experience of service delivery, understand and meeting client expectations</p> <p>Experience of sound financial management, budgeting and monitoring performance through financial reports and key performance indicators</p> <p>Experience of databases and finance systems</p> <p>Experience of using the SAGE accounting system</p>	<p>Experience in grant applications and delivery</p> <p>Experience of effective project management</p>
Skills	<p>Highly numerate and able to interpret data</p> <p>Strong IT skills, with intermediate MS Office</p> <p>Strong interpersonal skills and ability to form effective relationships with colleagues in other departments,</p> <p>Highly effective people management skills – able to manage, develop and motivate staff, both individually and in teams, to achieve a high level of performance. Management style which is empowering and supportive</p> <p>Ability to show initiative in problem solving when dealing with novel or conflicting demands</p>	

	Effective time management	
Attributes	<p>Thorough and focused with a high level of attention to detail</p> <p>Committed to good governance and effective processes</p> <p>Able to be creative, proactive and resourceful to get work done quickly and to a high standard</p> <p>Highly organised</p> <p>Multitasker accustomed to prioritising work schedules and working to tight deadlines</p> <p>Self-motivated and confident</p> <p>Good team worker, able to build strong relationships both internal and external to the company</p> <p>Demonstrates a positive attitude to change</p> <p>Willing and able to take on responsibility for tasks, and learn new skills and systems</p> <p>Willing to get involved in all aspects of a project when necessary</p> <p>Excellent communication and presentation skills</p>	

Terms of employment

27 days holiday per annum plus bank holidays, increasing by two days after five years continuous service and by a further four days after ten years continuous service.

Membership of the Avon Local Government pension scheme

3 months' notice after successful completion of 6 month probation period

This post is exempted from the Rehabilitation of Offenders Act 1974 because it involves regular contact with vulnerable children and families. Applicants for this post will be required to undergo an Enhanced Disclosure and Barring Service check before the appointment can be confirmed.

Team Structure Chart

