

## JOB DESCRIPTION

### Finance Manager

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<b>Annual Salary</b>	£38,500 - £47,300
<b>Weekly Hours</b>	35 hours per week
<b>Reporting To</b>	CEO
<b>Contract Type</b>	This is a fixed term role (initially 6 months)
<b>Work Location</b>	Guildford or Farnham office, with ability to work remotely as appropriate

#### About Us

Challengers is a charity dedicated to transforming the lives of disabled children, young people and their families through the power of play. We provide safe and inclusive spaces across the South East where disabled children aged 5-18 can come together to have fun, make friends and learn valuable life skills, while giving their families essential respite from care responsibilities.

#### Our Vision

A World where all children and young people can play together, freely

#### Our Mission

To Transform the lives of disabled children, young people and their families through the power of play.

#### Our Approach

- Truly Inclusive
- Serious about Play
- Person-Centred
- Trustworthy
- Ambitious Together

#### About the Role

You will be responsible for managing daily financial functions, ensuring regulatory compliance and driving financial performance including budgeting and forecasting. You will have the responsibility for the smooth running of the finance function supported by two Finance Officers.

#### Duties, Responsibilities and Functions

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The Finance Manager has the following key roles within Challengers:

##### Financial Management, Governance and Control

- To support the Chief Executive Officer and Senior Leadership Team by leading the preparation of the Annual Budget and supporting financial information for the Trustees

- Responsibility for the day-to-day financial operations
- Manage all aspects of the financial cycle including budgeting, forecasting, fixed asset management, reserves and financial reporting
- Prepare monthly accounts and support the CEO on the Finance Audit & Risk Committee chaired by the Treasurer
- Identify and manage financial risk
- Implement and review financial policies, systems and processes
- Responsibility for the preparation of the Annual Accounts, liaising with the Treasurer and the Auditors ensuring all reporting schedules are completed, timely submissions to ensure deadlines are achieved and all returns are successfully lodged at Companies House and the Charity Commission.
- Ensure compliance with all relevant financial regulations and reporting requirements

### Leadership

- Lead a small finance team to ensure that the accounting functions and the payroll function (run by HR) operate effectively and efficiently; and that sufficient controls are in place
- Provide financial guidance to inform decision making
- Work with the Head of Service, CEO and Service Managers to prepare competitive tender returns for new and existing business

### Responsible for Challengers IT

- Main point of contact for external support companies, in particular Ramsac for general IT support and BluQube for Finance systems
- Responsible for liaising with Ramsac for IT hardware including laptops, monitors, printers, AV equipment, internet and broadband, telephone, mobile phones and tablets
- Responsible for managing equipment leases
- Responsible for working with Ramsac on cyber security, antivirus and other data protection
- Responsible for data security, including GDPR and data policy compliance

### Shaping Challengers' Finance function

- Report to the Board of Trustees on the effectiveness and efficiency the Finance function, providing recommendations regarding both the people and systems we need in future.
- Support transition arrangements

## Personal Specification

### Finance Manager

To conduct yourself and represent the Charity in a manner which reflects all the values of *The Challengers Approach*.

#### **Essential requirements:**

- A qualified accountant with a minimum of three years in a financial or management accounting position
- Proven experience in a similar role
- Hands on experience of preparing year end accounts, published financial accounts, budget creation and managing both internal and external process with auditors
- The ability to develop and sustain credible relationships and communicate verbally and in writing with a diverse range of stakeholders
- Financial Modelling experience together with familiarity and ability to use other Windows based applications together with database management skills
- Experience of managing a small team

#### **Desirable:**

- Hands on experience of managing both internal and external process with auditors
- Educated to NVQ Level 4 / Degree Level or equivalent
- An understanding of the role of not for profit organisations in the provision of services
- Experience of company IT environments
- Understanding of the issues facing disabled children and young people, their families and carers and of issues surrounding social exclusion
- Experience of setting up and managing a range of projects

*This is not an exhausted list-no job can be fully defined in one neat list. We will be looking for your flexibility to carry out other duties as may be responsibly required by your line manager to meet the changing needs of the department*