

Job Title: **Finance and Resources Director**

Responsible to: Chief Executive

Location: Home-based / Newhaven Enterprise Centre / hybrid working

Salary £42,614 NJC Spinal point 36

Hours: 37 hours

Holidays: 26 days progressing to 31 with length of service plus Bank Holidays

Contract: Permanent

Pension: 3VA will match contributions of up to 6% of annual salary Nest pension scheme.

3VA operates a Workplace Savings Scheme with Wave Community Bank

**We are the Voluntary Action for Eastbourne, Lewes District and Wealden. We enable and support community groups, voluntary organisations and individuals across East Sussex to improve quality of life and equality of opportunity for everyone.** We represent and advocate for the voluntary and community sector with local government and other statutory authorities.

**Context**

The post-holder is a key member of the Senior Management Team, working closely with the Chief Executive, Community Development Director, and Business Insights and Membership Director. You will have a positive working relationship with 3VA’s Treasurer and members of the Finance and Performance Committee.

We enjoy positive working relationships with a range of partners including local authority, district and borough funders, grant giving organisations and companion organisations in the voluntary and community sector. These relationships are a key part of the post-holder’s successful delivery of stable funding and financial assurance to the organisation. You will have understanding of recurring funding grants; restricted funds; disbursement funds; designated reserves, free reserves, legacy reserves and will be able to manage and plan 3VA’s financial strategy accordingly.

Effective business and financial forecasting has been the key to our positive financial position and the post-holder will continue to develop effective financial processes across the organisation which will give 3VA additional efficiency and security.

**Purpose**

With a flexible, innovative approach together with a willingness to respond to challenges and opportunities and working alone or as part of a team, you will deliver effective and efficient financial management and support by undertaking a range of activities including:

**Indicative tasks**

**1 Planning and Strategy**

Working with the Chief Executive and other stakeholders to develop financial plans, budgets and expenditure proposals that align to operational plans for consideration and approval by SMT, Finance and Performance Committee, 3VA Board. Outputs include

* Preparing the Annual forward budget, working closely with SMT and Treasurer
* Gaining SMT agreement on bids, grants, funding opportunities
* Horizon scanning and opportunity searching for business and service development
* Working with the Business Insights and Membership Manager in maintaining Standard Operating Procedures and associated administration
* Working with the Community Development Manager to develop effective costing and affordability processes
* Financial problem-solving and project management for SMT in all finance-related matters

**2** **Reporting**

Providing timely and accurate in-year financial management reports, forecasts, and written reports to stakeholders and through discussion identify corrective or mitigating actions required. Support for monthly SMT, Finance and Performance Committee and quarterly Board meetings includes:

**Quarterly**

* Management Accounts, Budget review and forecast
* Designated funds, restricted funds review and forecast
* Reserves review

**Monthly**

* Budget update
* Unrestricted, restricted, designated funds update

**3 Operations**

Identifying and proposing best practice opportunities to improve 3VA’s effectiveness and efficiency and to ensure sustainability and viability.

Supporting the development of the application of the internal control environment, financial policies and procedures, and management of financial risk at an operational level. Outputs include:

* Accurate account management through the use of QuickBooks and ApprovalMax, ensuring a clear audit trail
* Maintaining the Quickbooks accounting system by entering all financial data swiftly and accurately
* Using ApprovalMax to ensure processing of invoices and payments by due dates
* Reconciling the current bank account ensuring reconciliation with the Trial Balance. Reconciling company credit cards, investigating and correcting any discrepancies
* Paying staff expenses accurately and promptly
* Overseeing annual Revenue and Customs returns for company expenses
* Working closely with 3VA’s payroll provider Knill James to ensure that team members are paid accurately and on time and that pension contributions are made by the appropriate deadline

**4 Training**

Contributing to a learning and development-oriented culture within 3VA by providing training and review to devolved budget holders and managers, and Trustees.

**5 Audit and Governance**

Support the production of internal and external statutory reports, ensuring compliance with legal and charity law and manage the annual financial audit by working closely with 3VA’s auditors. Outputs include:

* *Companies House*: Complete and submit Annual Return; Register new Trustees; Register Trustee resignations
* *Charity Commission*: Complete and submit Annual Return
* *Quarterly Board meetings*: take action minutes and produce draft and final documents
* *AGM*: support SMT in delivering a successful AGM
* *Finance and Performance Committee*: produce agendas, manage papers and take action minutes

**6 Asset Management**

Maintain 3VA’s asset inventory (largely IT) liaising with suppliers to ensure best value for money in hardware, software and other services. Manage investment and depreciation and plan for upcoming projects.

**PERSON SPECIFICATION**

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| --- | --- |
| **Essential** | **Desirable** |
| **EDUCATION/QUALIFICATIONS** | |
| AAT level 4 or equivalent  Relevant employment experience | CPD record |
| **EXPERIENCE** | |
| Financial management in a not-for-profit or similar organisation  Experience gained in a complex environment working collaboratively with stakeholders of different disciplines to deliver objectives  Evidence of working effectively as part of a small team developing and delivering organisational objectives, KPIs and service improvements  Track record of using leadership, negotiating and influencing skills to support the management of resources and budgets  Evidence of a project management style approach to delivery  Ability to maintain effective partnerships and collaborative relationships with a range of internal and external stakeholders | Charity sector experience in East Sussex |
| **KNOWLEDGE and UNDERSTANDING** | |
| Knowledge of financial processes and auditing for the third sector  Managing payroll, pensions, and staff expenses |  |
| **SKILLS and ABILITIES** | |
| * Ability to motivate and manage staff * Ability to engage with and obtain the confidence of a diverse group of staff * Ability to delegate appropriately while identifying when support is required * Strong written and oral communication skills with the ability to represent both internally and externally * Analyses, interprets, and processes data accurately * Uses an evidence-based approach to providing information and insight to decision-makers * Manages own workloads * Operates accountancy packages and other finance systems to maximise controls, efficiency, and output * Resourceful and resilient with complex problem-solving, decision-making, and analytical skills * Ability to work with clarity, openness, and with a sense of determination to deliver agreed objectives * High levels of emotional intelligence, empathy with a high level of personal integrity and honesty   Understanding and commitment to Equal Opportunities  Flexible approach to travel as some weekend/evening work may be required |  |