



JOB DESCRIPTION

Job Title:	Finance Manager
Salary:	£38,000 - £42,000 (£23,108 - £25,540 pro-rata)
Responsible To:	The ECI Council through the Chief Executive
Hours:	22.5 hours per week
Location:	Hybrid

Overall Role:

To take responsibility for the organisation's financial management and the effective delivery of all finance functions. The postholder will oversee and facilitate the day-to-day financial operations of the company, supported by a Finance Officer and external payroll service.

Management and Scope of Post:

Accountability will be to the Chief Executive on a day-to-day basis and ultimately to the trustees of ECI (ECI Council).

This post is part of the Senior Management Team and will involve considerable joint working with other colleagues. The post will have management responsibility for the Finance Team

Major Tasks:

1. Take responsibility for ECI's sound financial planning, strategy and controls
2. Facilitate the day-to-day financial operations within the company
3. Provide financial monitoring and reporting
4. Manage the Finance Team
5. Be part of the ECI Management team and carry out other tasks appropriate to this level of responsibility

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Registered Charity Number: 1026229
Registered Company Number: 2844870 (England)



Specific Tasks will include:

1. Take responsibility for ECI's sound financial planning, strategy and controls.
 - Work with the Chief Executive, Treasurer and managers to produce annual budgets for approval by the ECI Council.
 - Undertake financial appraisals of new project proposals and support managers in grant applications/contract tender submissions
 - Manage income and ensure the charity's liquidity position is maintained
 - Ensure ECI complies with its Finance & Reserves Policy
 - Ensure that ECI as a Charitable Company complies with Charity Commission requirements, the Charities Act, Company Law and HMRC regulations (working with the Chief Executive)
 - Advise the trustees of any changes to Charities legislation, HMRC regulations or changes to the Charity Commission's annual reporting requirements
2. Facilitate the day-to-day financial operations within the company
 - To be responsible for all bookkeeping functions, using Xero Accounts software
 - Maintain fixed asset register and process monthly depreciation charge
 - Review financial data and prepare monthly management reports
 - Allocate and monitor restricted funds and prepare financial reports for funders
 - Identify, calculate and process month end journals
 - Process purchase invoices and make payments through online banking
 - Monitor income, including earned income and charitable donations
 - Maintain petty cash records and ensure cash and cheques are banked promptly
 - Carry out bank, cash and credit card reconciliations
 - Ad hoc enquiries on the finance systems to support the CEO and Board of Trustees
3. Provide financial monitoring and reporting
 - Produce financial forecasts, management accounts and other financial information for Council meetings, Management meetings, funding bodies and other partners
 - Attend Trustee meetings to present financial information as required
 - Ensure the operation of the Occupational Pension scheme
 - Ensure the preparation of accurate and timely payroll data (to provide to an outsourced payroll service)
 - Prepare the financial records for external independent examination/audit
 - Co-produce the Annual Report and Accounts (working with the Chief Executive)
 - Ensure that HMRC gift aid claims are made
 - Ensure all HMRC reporting requirements are met
 - Contribute to, or in some cases, make, statutory returns



4. Manage the Finance Team

- Provide supportive and effective line management and supervision to the Finance Officer
- Liaise with and maintain relationships with external services (such as accountants and external auditors and payroll) as required
- Contribute to the development of high standards of personnel practice across the organisation, and ensure that these are maintained within the Finance Team, including ensuring appropriate staff learning and development opportunities

5. Be part of the ECI Management team and carry out other tasks appropriate to this level of responsibility

- Contribute to Management Team meetings and discussions, including contributing to ECI's planning, development and policy-making, leading in specific policy reviews, and keeping abreast of key developments/issues arising within the organisation as a whole
- Represent ECI at external events and meetings, as appropriate
- Ensure other ECI policies and procedures are implemented within each area of work for which the post-holder is responsible and project-specific policies developed in consultation with the Chief Executive
- Work to promote and maintain the values and ethos of the organisation
- Carry out other tasks and duties as may be necessary to ensure the smooth running of the organisation

PERSON SPECIFICATION		
Knowledge and experience - Formal financial qualification - at least AAT level 4 or equivalent - Excellent IT skills, particularly Microsoft Excel - Experience of double-entry book-keeping systems and financial management control - Familiar with Xero or similar accounting software - Experience of preparing financial reports and information - Knowledge of the legal requirements of charities and companies, especially in relation to finance - Experience of working in charity finance - Experience of supervision and management of staff - Experience of dealing with HR issues	E E E E E E E D D	
Attributes - Honest and transparent in your work - Respectful and caring towards others - Be able to admit to mistakes and learn - Be completely committed to making ongoing improvements - Hold yourself accountable and take responsibility for results - To have an attention to detail and a stickler for process! - Commitment to Equal Opportunities policy and practice - Commitment to working within the aims and ethos of ECI	E E E E E E E E	
Abilities - Ability to communicate financial information clearly at all levels of an organisation - Ability to work flexibly, both as part of a team and on your own initiative - Ability to work flexible hours, with more hours at certain times of year (e.g. year end), and less at others, within reason - Good inter-personal and communication skills - Ability to effectively organise, plan and prioritise - Good written and numeric skills	E E E E E E	
E = Essential D = Desirable		

TERMS AND CONDITIONS

- 22.5 hours per week
- Hybrid working location
- 26 days holiday plus bank holidays with 1 extra day for each full year of service up to a maximum of 31 days (all pro rata for part-time staff)
- An Occupational Pension Scheme is available after three months of service with a 5% contribution from the employer, provided it is matched by a minimum contribution of 3% from the employee
- Subject to a six month probationary period with an initial review after three months
- The postholder is in a position of authority within an organisation working with children and vulnerable adults and therefore any appointment will be subject to a satisfactory DBS check