

Job Description

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| **Job Title:** | Finance Manager | | |
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| **Grade:** | Salary Scale PO5 Points 45 -48  £39,209.49 - £41,994.23 | | |
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| **Immediate Supervisor:** | Chief Executive | | |
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| **Immediate reports:** | Cafe Project Lead, Fundraising Coordinator | | |
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| **Hours of Duty:**  **Location:**  **Staff Benefits:** | 35hours per week in accordance with service requirement.  The Borough of Rochdale  25 Days Annual Leave, rising with extended service to 32 days per year, plus statutory bank holidays pro rata  Auto-enrolment Pension scheme with 3% contribution from the organisation  Within reason, we offer Hybrid and Flexible working arrangements to help balance work and personal commitments.  We offer ongoing training and development opportunities  We are committed to providing wellbeing opportunities in support of staff, including an Employee Assistance Programme. | | |
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| **Any Special Conditions of Service:** | All service delivery will model the belief that we all have the potential to make positive change and to lead meaningful and purposeful lives.  All staff will contribute to the ongoing development of an ambitious and inspirational culture and provide hope, empowerment and choices that support individuals to thrive and reach their full potential.  This role is subject to a Basic Disclosure and Barring Service (DBS) Check. A previous conviction does not necessarily preclude employment.  If you require further information or support regarding criminal record disclosures, please visit [www.nacro.org.uk](http://www.nacro.org.uk) or [www.unlock.org.uk](http://www.unlock.org.uk)  To support this we embrace our values of:  Open – We reach out to anyone who needs us.  Together – We are stronger in partnerships.  Responsive – We listen, we act.  Independent – We speak out fearlessly.  Unstoppable – We never give up. | | |
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Summary of Main Duties and Objectives of the Job:

The Finance & Business Development Manager is a member of the senior management team responsible for the financial reporting of Rochdale and District Mind.

The post-holder will be responsible for providing management accounts and providing the senior leadership and Board of Trustees with information required to monitor financial targets set within the organisation strategy

Responsibilities:

Finance

1. Taking the lead for strategic financial management for the organisation, ensuring its long-term financial strength and viability, and make best use of its resources.
2. Advising the CEO and Board of Trustees on appropriate financial strategies.
3. Managing the finances so that all income is accounted for, payments are made only for authorised expenditure, assets are safeguarded, liabilities are discharged in a timely manner, and compliance with PAYE, NI and VAT procedures are achieved.
4. Ensuring the timely and accurate provision of financial reports, including management accounts, project accounts, oversee audit of annual statutory accounts, annual returns in accordance with prevailing company and charity regulations and standards. I.e.: Charity Commissions Regulations & SORP.
5. Produce such management forecasts and information as required by the Board of Trustees promptly and accurately, for the effective monitoring and control of Rochdale and District Mind’s finances.
6. Manage payroll and ensure that salaries are correctly allocated across the project budgets. Compliance with all statutory obligations for filing and payment of taxation, accounting / payroll returns in order to ensure accuracy, and to meet all relevant organisational and statutory deadlines.
7. Carry out appraisals of tender opportunities in liaison with the Management team and assist in the preparation of tenders to ensure their financial viability.
8. To be responsible for balancing income and expenditure.

1. Have oversight of purchase and maintenance of all equipment and materials within the organisation.
2. To assist the Board of Trustees and the CEO in financial strategic planning.
3. Co-ordination of Statutory Audit including on-going liaison with the auditors, preparation of Audit Deliverables, responding to Audit queries and filing of statutory accounts.

Fundraising (support fundraiser co-ordinator)

1. To develop and nurture RDM relationships across all sectors with a view to opening up new channels of support including donors.
2. To develop and ensure our fundraising strategy is effective and that voluntary income is maximised and used to best advantage.
3. To represent R&DM within GM Mind fundraising subgroup.

Management

1. Line management of the Café project lead and provide support to them to supervise other staff, volunteers, students, including training and development of these staff, ensuring regular supervisions are held and annual appraisals carried out within designated timeframes.
2. Maintain and regularly review operational processes and practices and ensure that Rochdale and District Mind complies with all financial, legal, statutory and regulatory obligations through robust and comprehensive financial policies and procedures, alongside the CEO and the Operations Manager.
3. To be lead role in the Finance Subgroup.

Partnerships and relationships

1. To liaise with and support the development of financial partnership working with Local Minds and other external organisations.
2. To work as part of the senior management team in leading a diverse team, involving immediate colleagues and others from within the organisation.
3. To manage relationship with external auditors to facilitate a smooth year end audit process.
4. To regularly review with the CEO and SMT the risk management processes and put in place actions of mitigation to report to the Board of Trustees.

Other Duties

1. Participate fully in personal supervision, annual appraisal and undertake training deemed necessary for the role.
2. Have a personal responsibility to ensure that confidential and sensitive information is processed in line with GDPR and organisational policy.
3. To undertake any duties and responsibilities of an equivalent nature as may be determined by the CEO from time to time in agreement with the post holder, and after consultation with them and if they wishes.
4. This job description is not exhaustive and the postholder will be expected to have a flexible attitude to duties.

1. Perform duties in accordance with Rochdale and District Mind’s Equality and Diversity Policy and inline with Quality Stabdards including compliance with ISO9001.
2. Ensure that Rochdale and District Mind’s commitment to service user involvement and the principle that service users will be encouraged to provide services is maintained and developed.

General principles for all Mind staff:

1. To promote the empowerment of people who experience mental health and emotional wellbeing issues and to help them speak out.
2. To support the active participation of mental health and emotional wellbeing service users in the services they receive.
3. To practice anti-discriminatory behaviour and to adhere to Rochdale and District Mind’s objectives and policies in the delivery of all its services.

These responsibilities are subject to annual review and may need to be adjusted in line with service developments.

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| Prepared by | Julie Smith | Date | 01/03/2023 |
| Agreed by Post holder | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_ |
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| Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_ |
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| Chief Officer | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_ |