



Finance Manager

Candidate Information Pack

November 2023

## About us

Rochdale and District Mind is a mental health charity that supports people in the community who are facing mental health challenges. As part of the Mind Federation and the Mind in Greater Manchester partnership, our goal is to ensure that individuals do not face mental health issues alone and can live free from stigma and discrimination.

Our team consists of over 70 dedicated staff members and volunteers who provide a wide variety of services and activities, such as counselling, group sessions, advocacy, and dementia support. We also have two cafes in the borough of Rochdale where local people can drop by for a hot drink or a bite to eat. To ensure our services are effective and rooted in the needs of the community, we involve the Service Users Forum in shaping our offerings. Our focus is on promoting recovery and wellbeing, empowering individuals to lead meaningful lives.

In recent years, Rochdale and District Mind has experienced significant growth, with both our annual turnover and staff numbers doubling. We are in a healthy financial position whilst acknowledging the need for further diversifying our income streams for long-term sustainability. Our interim CEO, Mike Ruiter, is guiding us through a period of consolidation and transition whilst we embark on the recruitment of a new CEO who will work with the board to shape our strategic plan for the next three years.

We look forward to welcoming our new Finance Manager who will join the Senior Leadership Team, contributing to our strategic efforts and ensuring the effective financial stewardship of our organisation.



## Our vision, mission and values

### Our Mission

We exist to ensure that people do not face mental health issues alone and can lead their lives free from stigma and discrimination.

### Our Vision

We provide information and support to empower anyone experiencing mental health issues to improve and maintain their wellbeing. We campaign to improve services, raise awareness, and promote understanding. We promote and protect good mental health and wellbeing for everyone in Heywood, Middleton and Rochdale, Bury and N.E. Lancashire. We will not give up until everyone experiencing a mental health issue gets both support and respect.

### Our Values

Our values reflect those of Mind nationally and inform all aspects of our work and support:

- Open: We reach out to anyone who needs us
- Together: We're stronger in partnerships
- Responsive: We listen, we act
- Independent: We speak out fearlessly
- Unstoppable: We never give up

## Diversity

We value equity, diversity and inclusion. We value and respect all the differences that make us who we are, including age, cultural background, ethnicity and race, disability and mental health, neurodiversity, gender, gender identity and expression, sexual orientation, social background and lived experience.

We believe that a diverse board membership, coupled with a culture of listening to and acting on diverse perspectives, is crucial for effective leadership and good decision-making. Our board members are expected to demonstrate behaviours that embody respect, openness, and constructive challenge. We encourage applications from suitably qualified candidates who bring fresh perspectives.

# Role description: Finance Manager

## Key Information

<b>Location</b>	3-11 Drake St, Rochdale, OL16 1RE
<b>Contract</b>	Full-time (35hrs/week), permanent
<b>Salary</b>	£42-£47K per annum, depending on experience.
<b>Annual leave</b>	25 days annual leave, rising with extended service to 32 days per year, plus statutory bank holidays pro rata.
<b>Benefits</b>	<p>Auto-enrolment pension scheme with 3% contribution from the organisation.</p> <p>Opportunities for hybrid and flexible working arrangements to help balance work and personal commitments, as deemed reasonable.</p> <p>Ongoing training and development opportunities.</p> <p>Our commitment to providing wellbeing opportunities in support of staff, including an Employee Assistance Programme.</p>

## Overall Purpose

The Finance Manager is a member of the Senior Leadership Team responsible for the financial reporting of Rochdale and District Mind and its subsidiary company.

The selected candidate will be responsible for producing management accounts and providing the Senior Leadership Team and Board of Trustees with the essential insights needed to track financial targets aligned with the organisation's overarching strategy.

## Responsibilities:

### Finance

- Taking the lead for strategic financial management for the organisation, ensuring its long-term financial strength and viability, and making optimal use of its resources.
- Advising the CEO and Board of Trustees on appropriate financial strategies.
- 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 is achieved.
- Ensuring the timely and accurate provision of financial reports, including management accounts and project accounts, and overseeing the audit of annual statutory accounts and annual returns - including ongoing liaison with the auditors, preparation of Audit Deliverables, responding to Audit queries and filing of statutory accounts. - in accordance with prevailing company and charity regulations and standards. I.e.: Charity Commissions Regulations & SORP.
- Produce management forecasts and information as required by the Board of Trustees, promptly and accurately, enabling the effective monitoring and control of Rochdale and District Mind's finances.
- Manage payroll using Cezanne HR, and ensure that salaries are correctly allocated across the project budgets in Xero.
- Compliance with all statutory obligations, such as VAT, tax, and payroll returns, in order to ensure accuracy, and to meet all relevant organisational and statutory deadlines.
- Carry out appraisals of tender opportunities in liaison with the Senior Leadership Team and assist in the preparation of tenders to ensure their financial viability.
- To be responsible for balancing income and expenditure.
- Overseeing the purchase and maintenance of all equipment and materials within the organisation.

## **Management**

- 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.
- To lead the Audit & Finance Committee, along with the Board Treasurer.

## **Partnerships and relationships**

- Liaising with and supporting the development of financial partnerships, working with Local Minds and other external organisations.
- Working as part of the Senior Leadership Team in leading a diverse team, involving immediate colleagues and others from within the organisation.
- Managing relationships with external auditors to facilitate a smooth year-end audit process.
- Working with the CEO and Senior Leadership Team to regularly review the risk management processes and put in place actions of mitigation to report to the Board of Trustees.

## **Other Duties**

- Participating fully in personal supervision and annual appraisals, and undertaking training deemed necessary for the role.
- Ensuring that confidential and sensitive information is processed in line with GDPR and organisational policy.
- Undertaking any duties and responsibilities of an equivalent nature as may be determined by the CEO, in consultation and agreement with the post holder.
- Working, at all times, in accordance with Rochdale and District Mind's Equality and Diversity Policy and in line with Quality Standards including compliance with ISO9001.
- Ensuring Rochdale and District Mind's continued commitment to service user involvement in the design and provision of services.

This job description is not exhaustive and the postholder will be expected to have a flexible attitude to duties.

## General principles for all Mind staff:

- To promote the empowerment of people who experience mental health and emotional wellbeing issues and to help them speak out.
- To support the active participation of mental health and emotional wellbeing service users in the services they receive.
- 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.

## Person specification

### Skills:

- Financial Management: Proficient in financial planning, budgeting, and forecasting. Strong knowledge of financial software and tools.
- Compliance: Familiar with financial regulations and reporting requirements for nonprofits, including charity commission and tax regulations.
- Bookkeeping: Excellent bookkeeping and record-keeping skills, including experience with accounting software.
- Data Analysis: Ability to interpret financial data, analyse trends, and provide recommendations for cost-saving and improved financial performance.
- Communication: Strong written and verbal communication skills to liaise with colleagues, board members, and external stakeholders.
- Teamwork: Ability to work collaboratively with other departments to ensure financial transparency and alignment with the charity's mission.
- Problem Solving: Effective at identifying and resolving financial issues or discrepancies in a timely manner.
- Attention to Detail: Meticulous in managing financial records and reports, minimising errors, and ensuring accuracy.

### Personal Qualities:

- Ethical Integrity: A strong commitment to ethical and responsible financial management, considering the organisation's mission and values.
- Adaptability: The ability to adapt to the dynamic and sometimes unpredictable nature of a small charity's financial environment.
- Organisational Skills: Excellent time management and organisational abilities to handle multiple tasks efficiently.
- Leadership: Ability to lead and inspire colleagues, providing sound guidance and support.
- Passion for the Cause: A genuine interest in our mission and a desire to contribute to its success.
- Problem-Solving Orientation: A proactive approach to identifying and addressing financial challenges and opportunities.
- Confidentiality: A commitment to maintaining the confidentiality of sensitive financial information.

## Special Conditions of Service

All service delivery will model the belief that we all have the potential to make positive changes 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)





## How to apply

Eastside People is supporting Rochdale and District Mind in the recruitment of this role. Please [click here to apply](#) by submitting your CV and a cover letter which should indicate **why you are interested in applying for the Finance Manager role and how you meet the person specification**. Please note that we do not expect the candidate to have experience in all responsibilities outlined in the person specification. If you would like a call to discuss the role in more detail, please email Marlijn Wijkhuizen at our recruitment partners Eastside People to arrange a convenient time [marlijn@eastsidepeople.org](mailto:marlijn@eastsidepeople.org). Having a call of this kind will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability, and potential. Please contact us if you require any assistance or adjustments so that we can help with making the application process work for you.

**The closing date for applications is 11 December 2023.** Interviews will take place in the week commencing 18 December 2023 or 1 or 8 January 2024.



# Eastside People

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Eastside People is the trading name for Eastside Consulting Ltd. Company number: 4958922.