

Contract type:	Permanent (Subject to a probationary period of 6 months)
Hours:	10 hours per week
Salary:	£32,320 pro rata (37.5 hours full-time equivalent)
Line Manager:	Chair of Executive Committee
Location:	11 Orchard Street, Bristol BS1 5EH
Purpose of the Post:	The Finance Manager (FM) is responsible for the smooth running of the financial aspects of SIP, as specified below, and for innovations that enhance these facets of the organisation whilst in pursuance of SIP's charitable objectives.
Scope:	<p>The FM is responsible for maintaining the highest quality of financial management of all parts of the organisation.</p> <p>The FM will also act as Company Secretary providing administrative support to the Board of Trustees in line with the requirements of the Charity Commission and Companies House.</p>

JOB DESCRIPTION

Management, accountability, and lines of communication:

The FM will report direct to the Chair of the Board of Trustees on matters relating to the role of Company Secretary and to the Chair of the Executive Committee regarding matters relating to finance.

The FM will be a standing (*but non-voting*) member of the Executive Committee.

The FM will collaborate with the Training Committee in the drafting of training budgets and other financial matters relating to training & education.

The FM will line manage the Marketing and Membership Co-ordinator (MMC) in relation to the book-keeping tasks carried out by the MMC.

Key Tasks:

Bookkeeping

- Oversee the processing of all invoices, claim forms, the receipt and processing of deposits
- Monthly bank reconciliations and monitoring account balances, maintaining bank mandates and online signatories
- Providing MMC with information regarding changes in fees and expenses
- Filing and safe disposal of confidential documents

HR & PAYE

- Producing and collecting signed copies of contracts of employment
- Maintaining and keeping up to date all PAYE files (P45s and P60s etc) and making HMRC submissions in conjunction with an outsourced payroll provider
- Keeping abreast of HMRC PAYE requirements

Financial Planning, Development & Fundraising

- Providing financial advice and expertise to the Board of Trustees and the Executive Committee.
- Identifying financial and/or operational opportunities and innovations that will aid the development and long-term stability of the organisation, and in consultation with the Executive Committee and Board of Trustees, taking forward those which fit SIP's strategy
- Assembling draft central costs budgets for use in draft departmental budgets, and combined departmental budgets for presentation to Trustees, Executive Committee, and the membership
- Liaising and co-ordinating with officers and the Training Committee in order to assist and make recommendations regarding future budgets and the setting of fees and expenses
- Assembling and distributing quarterly financial updates and advising the Executive Committee and Trustees of any activity to note
- Point of contact for accountant including assembling end of year information for delivery to the accountant and co-ordinating the production of Financial Statement and Annual Report in time for delivery to membership pre-AGM
- Managing the operational and book-keeping aspects of fundraising activities

Company Secretary (approx. 12 hours per quarter)

- Taking minutes at meetings of the Board of Trustees
- Providing general administrative support to Trustees when needed
- Filing returns to Companies House and the Charity Commission by designated deadlines
- Maintaining an awareness of procedures as laid out in the company's procedural documents and advising the Trustees accordingly
- Overseeing the preparation and gathering of reports and proposals for General Meetings
- Managing production of revised procedural documents

General

- Attending meetings as required and ensuring that those falling within the remit of the FM are administratively serviced
- Holding knowledge of and work within the requirements of SIP's data protection and equal opportunities policies
- Ensuring that all SIP documents and resources (including website) are kept up-to-date, centralised, and accessible as appropriate to officers, members, associates, and members of the public
- Making sure all essential deadlines are met

PERSON SPECIFICATION

Essential:

- Financial management skills (i.e., assembling budgets, production of management accounts, advising on financial implications of business decisions)
- Experienced bookkeeper
- Excellent computer skills (including Word and Excel, and QuickBooks, Sage or equivalent)
- Good communication skills
- Able to work as part of a team
- Organised and systematic
- Ability to prioritise and to meet deadlines
- Empathy with objectives of SIP

Desirable:

- Understanding of psychotherapy work and terminology
- PAYE and Gift Aid experience
- Quick learner