

Job description for the role of  
**FINANCE MANAGER**

- Location:** This role may be based in our London, Sheffield or Bristol offices or from home, but it will involve some travel to all our offices on occasion (when not restricted).
- Hours:** 35 hours per week. We have flexible working practices and would be happy to discuss these with you.
- Contract:** Permanent
- Salary:** The starting salary for this role will be £48,483 (£51,983 where the role holder is resident in Greater London).

Power to Change is an independent charitable trust that supports community businesses in England, endowed by the National Lottery Community Fund (previously the Big Lottery Fund). Our vision is 'powerful communities, better places'. We want to back people to build successful community businesses for the benefit of their local places.

The Finance Manager works within a busy and engaged finance team and will be responsible for managing the day-to-day finance activities including month end oversight. You will work with the Head of Finance to ensure that finance policies and processes are followed, efficient, effective and user-friendly and that they reflect legal and tax requirements.

You will be working closely with other like-minded passionate professionals in our organisation to build the profile of a movement that will change the face of the country.

**Deadline for applications: Wednesday 10th August 2022**

Email a CV and covering letter to Sheena Pentin at Careers 4 Change on [sheena.pentin@careers4change.com](mailto:sheena.pentin@careers4change.com)





## Overview

### About the role

Responsible for managing the day-to-day finance activities including month end oversight. This role will work with the Head of Finance to ensure that finance policies and processes are followed, efficient, effective and user-friendly and that they reflect legal and tax requirements. The role line manages the Finance Officer.

### Key responsibilities

- Oversight of the month end process, with responsibility for grant accounting
- Responsible for the production of monthly, quarterly and annual management accounts
- Responsible for the processing and payment of all sales ledger and income transactions
- Manage monthly payroll and pension process, working with outsourced provider
- Ensure adherence to financial policies, procedures and processes through control checks and where necessary propose amendments
- Lead contact during audit field work (including preparation of audit files and answering related audit queries)

### Skills and experience required

- CCAB qualified accountant (part-qualified would be considered)
- Advanced excel skills
- Experience of using accounting packages such as Xero (essential) and CRM systems such as Salesforce (desirable)
- Strong communication skills, good at building relationships with colleagues across all areas and levels of the organisation
- Ability to work in a fast-paced environment, reliably and consistently deliver on multiple activities and manage competing demands

We are an **equal opportunities employer** and welcome applications from all candidates irrespective of race, age, disability, gender, gender identity, sexual orientation, religion or belief, or marital or civil partnership status. We will assess all applications against the requirements for this post as detailed in the job description and person specification and ask for names and education history to be removed from applications.

We are **Disability Confident Committed**, we welcome and respond positively to applications from disabled people. We will meet individual needs throughout the recruitment process, including making any appropriate reasonable adjustments during the interview stage and to our workplace if selected into post to support colleagues with any form of disability. If you meet the minimum requirements for the role and would like a guaranteed interview please email [james.sabala@powertochange.org.uk](mailto:james.sabala@powertochange.org.uk), you do not need to share any details about your disability at this stage.

As a **Mindful Employer** we recognise that in the UK, people experiencing mental ill health continue to report stigma and discrimination. We are committed to creating a supportive and open culture, where colleagues are able to talk about mental health. We are also committed to ensuring that our employees feel safe in disclosing any mental health conditions and confident that they will be properly supported and offered reasonable adjustments when required.

If you have any questions about how Power to Change is an equal opportunities employer please contact our Diversity, Equity and Inclusion Manager, Edward on [edward.walden@powertochange.org.uk](mailto:edward.walden@powertochange.org.uk)

## Who we are and what we do

We unlock the power within communities to create better places through business.

Power to Change backs people to grow community businesses that directly benefit their local area. In just six years, we've helped double the number of community businesses in England to over 11,000 through innovative funding, support programmes and research.

No one understands a community better than the people that live there. Run by local people, trading for the benefit of local people, community businesses provide the services that neighbourhoods need to make them thrive.

## Our vision and mission

Our overall vision is '**powerful communities, better places,**' which we will deliver by pursuing our mission to 'strengthen the community business sector'.

## Our Objectives

**To harness opportunities** Growing and diversifying the community business movement is critical to its survival. We want to create the conditions and work with community businesses themselves to ensure a more diverse base of people can be involved in community business in different ways, from being board members and employees to volunteers, shareholders and customers. In particular, we want to ensure that we lower barriers for disadvantaged communities to develop community business ideas so that together we can build a more equitable move.

**To increase engagement** The world is changing, and community business can be at the heart of local solutions. We need to continue to build the case for the positive economic, social and environmental impacts of community business, and act as a catalyst to unlock the resources of government, the wider public sector, other funders and the private sector to grow the community business movement and deepen its impact. We will build the exemplars and evidence that can give others confidence to invest in community business.

**To build capacity** Community business leaders need the skills, knowledge and capabilities to thrive for the long term and build up their power. We will build their capacity to do so now and in the future. We also want to identify new market opportunities and routes to market such as digital that can support income generation and diversification for community businesses, building resilience over time.

## Our values

**Bold:** We experiment, take risks and test new ideas. We move quickly to take advantage of opportunities.

**Informed:** We learn from research and from our delivery. We are responsive and adapt to what we have learned.

**Open:** We are transparent about our decision-making. We share knowledge and learning including what has not worked.

**Collaborative:** We work across sectors and respect others' knowledge and experience. We encourage others who share our vision to bring about change.

**Authentic:** We integrate the priorities that we have for the community business sector into our own practice. We embody our values in all facets of our work.



JOB DESCRIPTION	
<b>Role Title</b>	<b>Finance Manager</b>
<b>Reports to</b>	Head of Finance
<b>Responsible for</b>	Finance Officer
<b>Role Purpose</b>	The Finance Manager is responsible for managing the day-to-day finance activities including month end oversight. This role will work with the Head of Finance to ensure that finance policies and processes are followed, efficient, effective and user-friendly and that they reflect legal and tax requirements.
<b>Role responsibilities</b>	<p><b>Financial Management</b></p> <ul style="list-style-type: none"><li>• Oversight of the month end process, with responsibility for grant accounting</li><li>• Responsible for the production of monthly, quarterly and annual management accounts</li><li>• Responsible for the processing and payment of all sales ledger and income transactions</li><li>• Manage monthly payroll and pension process, working with outsourced provider</li><li>• Responsible for the preparation and submission of VAT returns, including all related calculations</li><li>• Support with production of schedules for the statutory accounts of the Trust, its holding company and its subsidiaries</li><li>• Support as and when required on analysis of monthly reporting</li><li>• Support as and when required on development of budgets and projections</li></ul> <p><b>Processes and Systems</b></p> <ul style="list-style-type: none"><li>• Ensure adherence to financial policies, procedures and processes through control checks and where necessary propose amendments to improve efficiency and reflect user feedback, latest regulations and tax requirements; implement and communicate amendments as and when required</li><li>• Induct new staff on finance processes, systems and apps</li><li>• Support with provision to existing staff of on-going training related to finance concepts and processes</li><li>• Continuously monitor the use of financial systems and related apps to ensure they meet the needs of the organisation, are user-friendly and are used by staff and external parties as intended</li><li>• Act as the administrator of existing financial systems and apps; implement and manage the roll-out of new ones as and when required (including staff training)</li></ul> <p><b>Information Management</b></p> <ul style="list-style-type: none"><li>• Responsible for the preparation of reports to funders</li><li>• Lead contact during audit field work (including preparation of audit files and answering related audit queries)</li><li>• Support where appropriate with the production of papers for the Board and various sub-committees</li></ul> <p><b>Finance-related projects</b></p> <ul style="list-style-type: none"><li>• Support the Head of Finance as a business partner to internal colleagues and external partners</li><li>• Support with the implementation of our cross-cutting themes (DEI, climate change and digital) in our finance policies and processes</li></ul>
<b>Organisation responsibilities</b>	<ul style="list-style-type: none"><li>• Be an active and engaged colleague, taking part in support, and learning activities.</li><li>• Provide <i>ad hoc</i> assistance to other team members as required.</li></ul>



This job description is issued as a guideline to assist you in your duties, it is not exhaustive. Because of the evolving nature and changing demands of our work this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description.

### PERSON SPECIFICATION

#### Skills and Experience

- CCAB qualified accountant (part-qualified would be considered)
- Previous experience within the NFP sector in a role at a similar level (highly desirable)
- Advanced excel skills (essential)
- Experience of using accounting packages such as Xero (essential) and CRM systems such as Salesforce (desirable)
- Experience of setting up / using financial apps linked to accounting softwares such as Zoho expenses (desirable)
- Takes initiative, flexible 'can-do' attitude and can work independently
- Strong communication skills, good at building relationships with colleagues across all areas and levels of the organisation
- Ability to work in a fast-paced environment, reliably and consistently deliver on multiple activities and manage competing demands

### LIVING OUR VALUES

#### BOLD

- You will be flexible in your thinking and open to being challenged about change.
- You will take calculated risks and have the courage to stand by decisions despite resistance.
- You will actively seek connections between information and results to bring a wider view to the organisation.

#### COLLABORATIVE

- You will actively look to collaborate with others on all areas of your work, and you will encourage others in the organisation to collaborate.
- You will help people understand the value of their contribution to our vision and mission.
- You will actively seek out feedback about how you build relationships and adapt your behaviour and language as necessary.

#### INFORMED

- You will take part in relevant professional networks to pro-actively develop your skills and experience.
- You will use your knowledge and insights to develop a comprehensive understanding of issues.

#### OPEN

- You will confidently raise sensitive matters with others with specific examples of what's happened in a timely manner and the impact it has had.
- You will motivate, inspire and encourage others despite your own concerns or disappointments.
- You will proactively seek contributions from others to ensure our work reflects the needs of diverse communities.

#### AUTHENTIC

- You will integrate the priorities that we have for community businesses into our own practice.
- You will aim to advance dignity, justice and belonging at Power to Change, become climate positive, actively embrace digital transformation, and continuously build our capacities in many areas.



**Benefits**

- ✓ Pension with 5% company contribution and 4% employee contribution.
- ✓ 25 days holiday plus 8 statutory holidays (pro-rata for part time roles).
- ✓ Office closed between Christmas and New Year, and birthday leave.
- ✓ Flexible hours and ways of working.
- ✓ 50% off health and wellbeing activities up to £1,000 a year.
- ✓ Generous maternity, adoption, paternity and shared parental leave and pay.
- ✓ Health Shield which covers out of pocket NHS costs and an Employee Assistance Helpline.
- ✓ 6 personal development days pro-rata for fixed term roles.