

**Job Title:** Finance and Operations Manager

**Reports To:**  Head of Philanthropy

**Salary (FTE):**  £44,000 pro rata

**Contract hours:**  14 hours per week

**Location:** Remote working with travel to Manchester to attend in-person trustees’ meetings every quarter.

**Job Purpose**

To manage the governance, financial and operational management functions of the charity.

**Key Responsibilities**

***Accounting and finance***

* Support The Charity Service’s strategic and business planning process by preparing annual budgets and long-term financial plans.
* Maintain all accounting records for the charity and its three managed sub-trusts.
* Manage the charity’s various bank accounts.
* Manage cashflows to ensure sufficient funds are available to make grant payments.
* Maintain investment records for each fund.
* Complete monthly payroll and submit returns and payments to HMRC.
* Make Gift Aid claims as and when appropriate.
* Prepare quarterly management accounts for the charity and its managed sub-trusts.
* Prepare quarterly statements for all Donor Advised Funds.
* Prepare the annual report and accounts for the charity and its sub-trusts.
* Manage relations with the charity’s auditors and facilitate the annual audit of accounts.
* Monitor financial management systems and processes to drive continuous improvement and support grant management.

**Investment management**

* Manage relations with the charity's investment managers, including setting up investment accounts and authorising the sale of investments.
* Coordinate quarterly meetings of the investment committee.
* Take and write up minutes for investment committee meetings.
* Develop relations with new investment managers to expand the range of investment options available to Donor Advised Fund (DAF) donors.

***Operations***

* Provide the human resource management function for the charity.
* Manage relations with the charity’s IT support company.
* Manage the charity’s data management systems.
* Support the Head of Philanthropy and the Grants Coordinator with assessing potential grantees, especially in relation to their financial position and performance.

***Governance***

* Act as Company Secretary for The Charity Service.
* Coordinate quarterly meetings of the Board of Trustees.
* Take and write up minutes for all board meetings.
* Support the board with the recruitment of new trustees.
* Manage all regulatory filings including those with Companies House and the Charity Commission.
* Manage the charity’s policies, ensuring that all policies are appropriate and up to date.
* Oversee the governance of the charity’s three managed sub-trusts, including potential restructuring to achieve more efficient use of the funds.

**Person Specification**

Essential knowledge, skills, experience and attributes

* An understanding of the charity regulatory environment.
* Financial management and accounting experience.
* Experienced using accounting software.
* A good communicator with excellent report-writing skills.
* A high level of competency in Word, Excel and PowerPoint.
* Able to work remotely under own initiative and manage time effectively.
* Committed to equality, diversity and inclusion.

Desirable knowledge, skills, experience and attributes

* A recognised accountancy qualification.
* Familiarity with charity finance.
* Experience of overseeing the management of and accounting for Donor Advised Funds or charity investments.