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| **ROLE PROFILE** |
| **Role title:**  Finance Manager | **Reports to:** CEO and Trustee Treasurer |
| **Team / Location:** Central Support / Admin Team. Whilst the role is largely home based the post-holder will need to visit the Brighton offices for occasional meetings and to maintain files of accounting documents. |
| **Hours / Contract type:** Oasis is willing to consider applications from those seeking to fulfil the role as a paid employee working a contracted 15 hours per week over 2 or 3 days on a permanent basis, or via a ‘freelance’ retainer arrangement working an average of 15 hours per week where either party will be able to terminate the contract for support with three months’ notice. We anticipate the hours would reduce to 12 hours per week once the post-holder is established. |
| **Salary:**  Salary: £39,214 FTE (£15,685 actual based on 15 hours per week)Freelance retainer: monthly salary on request |
| **Introduction:**Oasis Project was established in 1997 and gives hope to women, children and families affected by drugs & alcohol. We deliver a complex portfolio of services as one of the only providers of gender-specific drug/alcohol services in the UK and are nationally recognised for our unique model of provision. We are a small/medium charity with a annual turnover of around £1m and a staff team of around 60 (equivalent to around 20 FTE).As Oasis Project’s Finance manager, you will work closely with the CEO and the Trustee Treasurer and be responsible for a range of weekly, monthly and annual tasks to include weekly bookkeeping, monthly payroll oversight, monthly management accounting, bi-monthly Finance and Fundraising subgroups, yearly budgeting and year-end auditing combined with ad-hoc finance and project budgeting tasks.Oasis is willing to consider applications from Finance Managers seeking to fulfil the role as a paid employee working a contracted 12-15 hours per week over 2 days, or via a ‘freelance’ retainer arrangement. |
| **Duties:****Management Accounting:*** Prepare bi-monthly management accounts on a full accruals and prepayments basis
* Participate in bi-monthly Finance and Fundraising meetings to ensure that CEO and Treasurer are fully briefed on accounts.
* Participate in Board meetings when required to address financial matters
* Support CEO and Senior team with Fundraising applications and provide financial information for funding applications and reports on actuals costs when required

**Budgeting & Forecasting:*** Provide templates and guidance to the management team with respect to the preparation of annual budgets, draft the annual budgets and forecasts in consultation with the Head of Fundraising, for review and finalisation by the CEO and Treasurer, following discussion in the Finance and Fundraising committee.
* Prepare and update a three year forecast reflecting the Oasis three year strategy plan. THe consultation review process will be as for the annual budget process, although somewhat less detailed
* Monitor cash flows to ensure that the operations, financial robustness and liquidity of the organisation can be maintained

**Financial administration, management and reporting:*** Liaise with External Auditors for the annual audit and collaborate with them in the preparation of the annual statutory accounts ( including preparation of draft accounts,dealing with any audit questions and finalising the accounts)
* Work with the CEO and Senior team to ensure funding is received on time and allocated appropriately
* Liaise with the HR team and external payroll provider to ensure monthly payroll is completed accurately and on time including setting up salary and PAYE payments on CAF Bank, provide cover for HR team during annual leave to prepare the monthly payroll input for the nominated Payroll Bureau.
* Ensure pension contributions are paid on time and oversee the administration of the pension scheme
* Overseeing the submission of all HMRC and Companies House filings and returns, liaising with external auditors as appropriate for assistance
* Maintain the books of account using Sage Accounting software or appropriate alternative
* Raise and send invoices to funders in line with contract terms, chase payments and report to CEO on overdue debtors
* Oversee the day-to-day finance functions, including ensuring expenditure is recorded accurately and coded appropriately, month and year end reconciliations and journals are accurate and complete, and any due invoices and expenses are paid.
* Oversee gift aid claims submission

**Line Management:**Line manage and provide cover for the Bookkeeper, providing support, development and training opportunities and supervision to carry out the Bookkeeper role, summarised below.To oversee and support the Bookkeeper role in the following tasks:* Processing invoices, expenses, payments
* Paying suppliers and staff for expenses in line with contract terms and ensure invoices and expenses are approved in line with Financial Control Policy
* Processing bank reconciliations
* Setting up payroll and pension payment on CAF bank
* Reconciling petty cash monthly
* Posting journals in the accounting system including petty cash, payroll, accruals and prepayments.

**General finance tasks:*** Ensure accounting documents are archived at Oasis in line with HMRC and Charity Commission regulations
* Ensure compliance with all statutory requirements and regulations
* Ensure the Finance Control Policy is being complied with and provide expert advice in the annual review of this policy
* Provide templates to support the Financial Control Policy e.g., expense claim form, petty cash tracking spreadsheets
* Maintain files of accounting documents in Brighton offices and on-line
* Be on-call to deal with financial queries and questions and provide financial advice to CEO, Treasurer and Board as needed
* Adhere to the requirements of Oasis Project’s policies and procedures, including Data Protection and Safeguarding (if applicable)
* Ensure continual awareness of developments in legislation and policy which are relevant to the role.
* Undertake any other tasks that are appropriate to the post and that reflect the needs of the organisation.
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| **PERSON SPECIFICATION** | **Essential or Desirable** |
| Accounting Qualification Bookkeeping/Accounting Qualification (e.g. AAT or CIMA) – or part qualified, working towards qualification | Essential |
| Experience of Charity Accounting processes  | Desirable |
| Working knowledge of SAGE accounting software or similar system | Essential |
| Proven experience delivering training and skills to communicate with and influence people at all levels | Essential |
| Proven verbal and written communication skills with excellent IT skills  | Essential |
| Ability to work effectively as part of a team as well as on own initiative  | Essential |
| Be assertive and resilient and have the ability to work in a way that is reflective, adaptable and non-judgmental and adheres to professional boundaries at all times | Essential |
| Experience of managing a varied and demanding workload | Essential |