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**Job Title:** Finance Manager

**Contract:** Fixed Term Contract

(One Year – with potential to extend subject to funding)

Part Time hours with flexible working to be agreed ranging from 3-4 days per week

Working for Suffolk Law Centre (lead employer) for 2-3 days per week plus secondment to Ipswich and Suffolk Council for Racial Equality (ISCRE) for 1 day per week

**Line Manager:** Board of Trustees

**Salary:** £28,000 - £35,000 FTE per annum dependent on experience

**Summary of Main Responsibilities:**

The Finance Manager will be responsible for overseeing an efficient and effective financial service for Suffolk Law Centre (SLC) and ISCRE’s accounting systems.

**Job Description:**

**Main Duties and Responsibilities:**

1. Manage the bookkeeping process;
2. Managing the bookkeeper (to be recruited);
3. Support the budgeting process;
4. Produce Year-End Accounts and liaise with Auditors on the audit process;
5. Submit Audited Annual Accounts via web filing to both the Charity Commission and Companies House;
6. Ensure the production of complete and accurate financial accounts to trial balance;
7. Produce full set of management accounts and monthly journals within the prescribed timeframes;
8. Liaising with relevant staff to produce project budgets, forecast and variance analysis including restricted/designated funds;
9. Provide SMT with monthly financial reports to help monitor budgets;
10. Undertake monthly reconciliations of main bank account and monthly reconciliation of any other accounts;
11. Managing credit control including chasing up debtors and creditors;
12. Supporting SLC’s Legal Aid finance systems including monthly reporting to the Practice Manager;
13. Manage any changes to accountancy software packages and any consequential migrations;
14. Manage Shared Services including line management of two members of staff;
15. Part of the SLC and ISCRE Senior Management Teams;
16. Ensure confidentiality on all appropriate matters, and recognise that any breach of this confidentiality will be treated seriously;
17. To promote and provide information about the work of SLC and ISCRE;
18. Assisting with external events, presentations and training delivery;
19. Provide general support to the running of SLC and ISCRE, including organising and attending meetings and events such as the Annual General Meeting and other county or regional based groups;
20. Actively participate in team meetings, briefings and training events;
21. Contribute to the development of learning materials or other resources;
22. Take responsibility for developing your own and other professional knowledge and skills;
23. Maintain the standard of professional service in line with relevant policies and procedures;
24. Undertake any other related duties as may reasonably be required.

**Special Conditions to Note:**

1. The hours of work are flexible to meet the demands of the job, and may require some evening or weekend working, for which time off will be given;
2. This job description may be subject to change in consultation with the post holder;
3. The post holder works toward SLC and ISCRE’s commitment to Equality and Human Rights.

**Person Specification:**

**Essential Skills and Attributes:**

Whilst the post is open to all, **we are particularly keen to attract candidates who are from backgrounds currently underrepresented in the law**, and who may have experience of some of the issues faced by our clients.

* Demonstrate efficient experience in finance, preferably within a voluntary sector organisation;
* Knowledge of computer based accounting systems;
* Demonstrate ability to produce management accounts;
* Ability and skills in detailed record keeping, filing systems and audit monitoring trails;
* Excellent numerical skills and evidence of financial awareness;
* Demonstrate methodical approach to work;
* Demonstrate strong verbal communication skills and inter-personal skills;
* Excellent organisational skills;
* Evidence a personal and professional high standard of commitment to equality, diversity and inclusion issues;
* Demonstrate the ability to follow instructions accurately, the ability to absorb large amounts of complex information and attention to detail;
* Demonstrate the ability to work on own initiative as well as part of teams;
* Show excellent office IT skills;
* Experience of managing demanding time scales and competing priorities in a pressurised environment;
* Demonstrate the ability to problem solve and deal with stressful situations;
* Demonstrate the understanding for respect for confidential information.

**Desirable Skills and Attributes:**

* Affiliation to relevant professional body or equivalent;
* Previous experience as a Finance Manager;
* Previous experience of line management;
* Previous experience working or volunteering at a charity or advice giving organisation;
* Has the experience to demonstrate that, after initial training will work independently with minimum supervision;
* Some knowledge of the workings of the public, private and voluntary organisations.