

JOB PACK:

Finance Manager, part time, 21 hours per week

Introduction

We are people with and without learning difficulties in Kent, working together to achieve equality. As a Community Interest Company, all of our profit is put back into supporting the work we do.

- We support people with learning difficulties to speak up, make choices and become powerful and influential. We support them to gain opportunities and become more independent in learning, housing, work, health, money, travel, leisure and relationships.
- We support people to hear, respect and empower people with learning difficulties.
- We promote positive action to challenge negative attitudes about disability.
- We work with local communities so that people with learning difficulties become fully included and no longer segregated.

Co-production is a core value and method for Skillnet Group. This means people working equally together to make the most of their respective experience and skills. Many Skillnet Group projects are led by two people – one with and one without a learning difficulty. This values the expertise gained from an individual's personal perspective and professional work experience and training.

Background to this job

Skillnet Group is going through an exciting period of growth. You will join a busy and committed team where your financial and organisational skills will make a vital difference and assist the Company to maximise new projects. A resilient, trusted individual who can juggle a busy workload, relieve the pressure by taking the initiative, and keep a sense of humour, will thrive in this role.

Apply online here: skillnetgroup.co.uk/working/pages/jobapplication.php

Job Description

Main aims: Be responsible for the whole company's finances. Enable great outcomes for people with learning difficulties and/or autism by maintaining strong, efficient financial controls

Salary: £22,000 - £26,000 per annum pro rata to a 37 hour working week, payable one month in arrears. This means the salary is paid at the end of the month following the month in which work is done. The salary offered will be based on experience and added value the successful applicant brings to the company.

Hours: 21 hours per week worked flexibly Monday to Friday

Location: St Dunstons Street, Canterbury

Duration: Permanent

Probationary Period: 3 months

Annual leave: 25 days plus eight public holidays per annum pro rata to a 37 hour working week

Notice period: 8 weeks

Line management: Chief Executive

Main responsibilities:

Maintain financial data and records, including bookkeeping using QuickBooks Online.

Oversee debtors and creditors.

Regular bank reconciliation.

Oversee and approve payroll.

Monitor and oversee time and expense claims from a workforce of just over 30 people.

Monthly reporting to project managers and the central management team.

Analyse and report exceptions to expected income and expenditure.

Bimonthly reporting to the Board.

Support project managers to understand and manage their projects' budgets and cash flows.

Support our workforce with the financial aspects of funding applications.

Assist the Chief Executive with monthly cash flow forecasts and budget revisions.

(Forecasting uses online software called Futrli, integrated with Quickbooks, but no previous experience of Futrli is necessary).

Support the preparation of statutory accounts by our external accountant.

Line manage the Finance Administrator.

Maintain and improve financial controls and procedures.

Other duties as reasonably required by the Chief Executive.

Work in line with all Skillnet Group's policies and procedures.

Person Specification

Essential

Strong experience of bookkeeping using accounting software.

You see your work as a vocation and contribution to social change. You are committed to, and energised by, our vision and values. We believe excellent Financial Management is as vital as any other role in achieving equality for people with learning difficulties and/or autism. In Skillnet Group, we seek to recruit people who are looking for more than a job, and are passionate about making a difference.

You are a natural communicator with great interpersonal skills. You must be able to communicate well with different types of people and organisations.

You are fulfilled by freeing up others to do their jobs well.

You can manage competing priorities and pressures confidently and calmly.

You are adept at spotting what needs to be done, with the vigour to do what it takes to keep the company thriving and operational.

You can work flexibly and respond positively to tight deadlines from time to time. This may mean working extra hours sometimes, offsetting them with subsequent hours taken as leave.

You can maintain accuracy and attention to detail within tight deadlines.

You are reliable and self motivated.

You value being affirmed and challenged.

Desirable

Experience of funding applications.

Experience of QuickBooks.

Experience of management accounts.

Line management experience.

Experience working with people with learning difficulties and/or autism.

Interest in the potential of technology to improve financial accuracy and efficiency.