

Job Description: Finance & HR Lead

- Location:** Harvey Girls Centre, 73 Horninglow Road, Burton-on-Trent
Staffordshire. DE14 2PT
- and/or** Abbot Beyne School, Linnell Site, Osbourne Street, Burton upon Trent,
Staffordshire DE15 0JL
- Hours:** 22.5 hours with the possibility of some occasional evening and
weekend work
- Salary Band:** £34,018.43 - £36,739.90 FTE per annum plus contributory pension
(Pro-rata for part-time hours)
- Responsible to:** Chief Executive Officer
- Contract:** Permanent position subject to future funding

Responsibilities:

To be successful in this multi-dimensional role you must be able to lead, organise and be proactive with a positive attitude to ensure the smooth running of all associated duties.

The post holder will play a key role in managing the organisation's financial and HR functions whilst providing administrative and financial support to the Chief Executive and Trustee Finance Lead to support the operational projects of the charity, as well as managing day-to-day financial operations.

In addition, the post holder will ensure all Harvey Girls financial policies and procedures are implemented day to day. This will include purchasing, expenditure authorisation, invoicing, banking, petty cash, budget development and variance reporting, internal payroll, monthly reconciliations and year end accounting.

Responsibilities – Job Specific

Financial:

- Taking a lead within the organisation on all financial policies and procedures ensuring that all financial procedures are in line with the relevant Harvey Girls policies as agreed by the Board of Trustees

- Lead on annual and project budget setting whilst adhering to an agreed timetable for Board sign off
- Prepare, maintain and manage financial budgets in conjunction with the CEO and/or budget holder
- Oversee and maintain individual project / grant budgets
- Responsible for the daily management of the Charity's bank accounts providing information and recommendations to the Trustee Lead and CEO to aide decision making regarding deposits and transfer of funds
- Manage cash flow and investments in agreement with the Finance Audit Committee and Trustee Board
- Undertake the administration of budgeting and variance reporting, working with the Trustee Finance Lead, Chief Executive and budget holders to provide the required reporting and management data in a timely manner
- Supporting financial scrutiny, internal audit and responsible for month end reconciliations
- Ensuring proper administration of the Harvey Girls payroll and associated HMRC PAYE requirements.
- Preparation and provision of charity financial information for the accountants in relation to the financial year end of 31st March
- Attend Board and Finance Audit Committee meetings and liaise with the Trustee Finance Lead
- Responsible for the production of quarterly funder finance figures for the Audit Finance Committee to support decision making regarding expenditure against individual grants
- Manage the process for the payment of Supplier invoices, Customer invoices, Staff salaries and expenses in a timely manner via the administration of on-line banking payments.
- Sole responsibility for inputting all income and expenditure onto SAGE / Xero software package on a monthly basis, including the reconciliation of the Bank and Credit Card expenditure to the bank statements
- Overall responsibility for the management of Petty cash, including monthly reconciliation and inputting on SAGE / Xero.

- Prepare all financial information for funder reports in a timely manner, including new bids and grants
- Prepare financial information for the CEO to assist with bids, grant applications and internal financial information
- Prime liaison for all dealings with charity accountants and current bankers
- Prepare Trustee Annual Report for inclusion with the Charity's Accounts
- Complete and submit the Charity Commission Annual Return
- Oversee financial governance requirements: submission of Annual Return to the Charities Commission, Submission of Charity's Accounts to Companies House and Submission of Corporation Tax Return and Charity Accounts to HMRC.

Human Resources:

- Manage all aspects of recruitment for the organisation, including the preparation of job adverts, job descriptions, person specifications, co-ordination of interviews and appointments etc
- Responsible for the HR governance related issues including the completion of New Employee checklists, Disclosure Barring Service applications, updating of Employee Handbook (annually) etc
- Calculate individual annual leave entitlements for staff each year in line with current procedure and maintain accurate records following the sanction of annual leave by the Operations Manager / CEO
- Maintain sundry staff HR records including sickness, vehicle insurance etc
- Co-ordinate completion of Staff Probation Reviews, Staff 'One to One's and Appraisals
- Responsible for the compilation of individual induction plans ensuring all mandatory requirements are fulfilled in a timely manner
- Prime liaison for the organisation's HR Advisors

Training:

- To manage and oversee all requests for staff training in conjunction with the CEO / Operations Manager, ensuring all staff development is completed in a timely manner.
- To maintain robust staff training records utilising the Staff Training Matrix, ensuring that this is shared with Funders when required
- Ensure the team's safeguarding training is maintained in line with Staffordshire Safeguarding Children Board guidance

Volunteers / Work Placements:

- Manage and co-ordinate the Volunteer Scheme for the organisation, including identification of need, role description, advertising, recruitment, development and line management
- Oversee and process any volunteer or work placement requests in line with current procedure

Sundry:

- Attend and contribute to internal Governance and Senior Leadership Team meetings
- Provide support and contribute to Bid writing and Funder reports as part of the Management team
- Prepare role related reports for Trustee Board Meetings as determined and agreed by the CEO and Management Team
- Prepare Agenda and provide reports and supporting information for the Quarterly Finance Audit Committee Meetings
- Prime liaison for Charity Partners as designated by the CEO
- Provide support to other areas of the organisation as and when required

Responsibilities – General

- Maintain your working area in a clean and professional condition.
- Maintain professional standards in both personal appearance and behaviour.
- Maintain strict company confidentiality at all times.
- Report immediately to the company any matter that you believe transgresses either Health & Safety, or other employment regulations.
- Report any damage to company property, howsoever caused, to a member of Management as soon as possible.
- Have access to a car at all times.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties within your capabilities which may reasonably be required of you in accordance with the needs of our business. You are also required to be flexible and adaptable with respect to your role.

If requested to carry out any duty that you feel may be outside your capability you should report this fact to your immediate superior before attempting the task.