

Job Description & Person Specification: Finance Manager

SWAN supports and empowers people to have a voice, by ensuring access to quality, independent advocacy. We believe that everyone has the right to be heard & respected, the right to choice in decisions about themselves and the right to be safe.

Equality and diversity is core to our values. In the selection of our staff, we are committed to gender balance and diversity without distinction as to race, sex, disability or religion. We positively welcome applications from disabled people.

The Finance Manager holds overall responsibility for financial control, financial processes including payroll. Compliance with financial legislation, interrogation, production & presentation of financial reports and budgets.

The post is subject to 2 references including previous employer, evidence of right to work in the UK and an enhanced DBS check.

Hours of Work:

Part Time 15 hours pw: working pattern tbc

All employees may split working hours between home and office as agreed individually with their line managers.

Annual Leave: 25days per annum (or pro rata) plus Bank Holidays

Reporting to:

The Finance Manager reports to the CEO

Direct Reports:

To be confirmed on appointment

Employees need to be flexible and adaptable to succeed in an organisation that prides itself on the delivery of individual advocacy driven by the needs of the client, whilst also meeting the needs of overarching contract requirements. You may therefore be required to undertake other duties, roles and responsibilities.

Duties & Responsibilities:

- All payroll and pension related activities
- In collaboration with the CEO, production of an annual budget and the provision of quarterly and annual reports to the Board of Trustees
- Financial information and budgets as required for funding applications, tenders for new business and fundraising
- Provide financial advice and support to operations in the management of contract budgets
- Financial information and reports as required for commissioners and funders
- Year-end procedures and preparation of accounts for auditing purposes
- Provide day to day support to the Finance and HR Support Officer.
- Ensuring accurate governance information is held by Companies House and Charities Commission
- To be a committed and effective member of SWAN



South West Advocacy Network

Registered Charity No: 1125679

Company Registration No: 6599429

General Information

The Employee must at all times carry out his/her responsibilities with due regard to SWANs policies and procedures in particular; Health & Safety, Financial Authorisation, Confidentiality with regard to the Data Protection Act 2018 and all other relevant regulations.

Equality, diversity and inclusion are core to our values. In the selection of our staff, we are committed to equality with regards to protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We welcome applications from disabled people. The Employee must ensure a positive commitment towards equality by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees, suppliers and customers.

The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the company.

Job Description Agreement			
Employee’s Signature:		Date:	
Line Manager’s Signature:		Date:	

Person Specification: Finance Manager

Qualifications Required

- Recognised CCAB qualification or qualified by experience

Experience and Knowledge Required

Experience and knowledge crucial for the role:

- Experience of accounting and payroll systems
- Experience of preparing & scrutinising budgets and financial reports
- Managing personal and team work priorities, working under pressure and delivering on deadlines

Experience and knowledge desirable for the role:

- Experience of working in the voluntary sector
- Experience working with Xero and Moneysoft Payroll Manager
- Interpersonal skills and the ability to convey complex financial information to non-finance staff