



Job title	Finance Manager
Responsible to	CEO
Geographical Reach	North Kent
Base	Dartford
Hours	Full Time
Salary	£35,410.00
Contract	Permanent

Job Description: Finance Manager

Purpose of Post

The Finance Manager plays a crucial role at North Kent Mind; providing strong financial structure, comprehensive reporting and efficient systems that underpin the organisation and ensure the effective delivery of our services.

This post is responsible for leading and supporting the finance team, delivering accurate cash flow analysis and overseeing the financial health of the organisation.

With an ability to analyse data and identify risk, the Finance Manager will deliver comprehensive financial controls and pro-actively report to the CEO and Board of Trustees on areas of risk and improvement.

Our values are important to us. It is expected that the Finance Manager will work in accordance with these values and in the delivery of the goals and vision of North Kent Mind.

Structure of the Post

The Finance Manager will be supervised by the Central Services Manager/CEO [to be agreed] and accountable to the Board of Trustees. They will be part of a management team which comprises:

- Counselling and Therapy Services Manager
- Wellbeing Services Manager
- Housing Services Manager
- Service Development Manager
- Central Services Manager
- Finance Manager
- Children and Young Persons Service Manager

The postholder will be based at the North Kent Mind Offices in Dartford, which shall be considered the base throughout in terms of travel expenses claims (travel between home and another working venue can only be claimed insofar as it is more than the distance between home and base). All time in travel between venues is counted as time worked.

It is a condition of employment that the postholder is prepared, whenever applicable, to travel to and work at any of our premises within reasonable travelling distance on a temporary or permanent basis.

The post is in-person, and limited remote working may be applicable at times at the discretion of the CEO.

A: DUTIES OF THE POST: GENERAL

These duties apply to all North Kent Mind Staff, whichever service they work for:

1. To work within a framework which:
 - i. Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality, GDPR, and Health and Safety.
 - ii. Promotes Social Inclusion, Empowerment, Wellbeing and the Recovery Model
 - iii. Respects, encourages, and builds on individual clients' coping strategies, skills, and autonomy, and is in keeping with the conduct, performance and ethics as declared by the Health and Care Professions Council.
 - iv. Maintains good liaison with any other outside agencies as is necessary.
 - v. Promotes good joint working, links, and cross-referral with all North Kent Mind colleagues.
 - vi. Adheres to the principles of the Social Care Standards as defined by the GCSI.
2. To participate in supervision and appraisal
3. To attend staff meetings and team meetings
4. To attend training/meetings and some annual events as required
5. To undertake any other duties which the CEO or Board of Trustees may, from time to time, reasonably delegate, or assign.

B. DUTIES OF THE POST: SPECIFIC

1. Monitor the day-to-day financial operations of the organisation.
2. Track the organisation's financial status and performance.
3. Proactively identify areas of risk and potential improvement.
4. Report and advise on cash flow, budgets and accounts as appropriate.
5. Ensure invoices are paid timely and banking performed in line with the organisation's Financial Control Policy.
6. Ensure payments and receipts are inputted on the QuickBooks finance system.
7. Ensure petty cash is reconciled regularly.
8. Liaise with Fundraising Officer on the collection of gift aid
9. Ensure that any cash coming in is reconciled and banked.
10. Day to day line management of the finance team, including formal supervision, appraisals and support with use of QuickBooks.
11. Facilitate a regular Finance Team Meeting
12. Ensure that sessional worker invoices are checked and paid appropriately.

13. Ensure staff salaries are paid on the appropriate day.
14. Ensure that Bank worker leave entitlement is calculated and to ensure this is paid to individuals.
15. Identify the funds that could be designated/restricted and to liaise with the CEO as per the financial control policy.
16. Work closely with the Fundraising Officer and generate regular fundraising reports.
17. Produce comprehensive financial management reports each month, along with the creditors, debtors, accruals and pre-payments reconciliations and to meet with the Treasurer/SLT to iron out any queries.
18. To advise on the asset register.
19. Prepare annual budgets, in conjunction with the CEO.
20. Efficiently liaise with the housing team to ensure effective financial systems are maintained
21. Assist in the preparation of budgets for new sources of income.
22. To lead with the audit process.
23. To make year-end adjustments, creditors, debtors, accruals etc.
24. Ensure that salary and other staff costs are allocated to the appropriate budgets.
25. Ensure that pension returns are submitted and ensuring payment is made within set deadlines.
26. To ensure that a monthly bank reconciliation on all bank accounts is carried out.
27. Prepare the balance sheet and financial reporting for the Board of Trustees.
28. To be the focal point for any incoming funds in line with the Credit Control Policy.
29. Ensure invoices are prepared and ensuring payment is received.
30. Ensure the purchase of utilities and insurance for the organisation is regularly monitored.
31. To ensure that efficient systems are maintained and to continue to streamline accounting procedures where identified.
32. Oversee the financial accounting of the organisation and report back to the CEO, Central Services Manager and Treasurer.
33. Assist the CEO with the preparation of the Mind Quarterly return.
34. To be responsible for the updating of the Financial Control policy and schedule
35. Attend the F&P, SMT and Quality + monthly housing meetings.

C. DUTIES OF THE POST: SENIOR MANAGEMENT TEAM

As for all members of the senior management team, the post holder will have the following duties.

1. To be part of the emergency management team which responds to any major incident which threatens the continuity of the delivery of our services.
2. To attend quality Sub-Committee and Senior Management Team meetings.



Finance Manager Person Specification

Experience, Skills, Knowledge	Essential	Desirable
Proficient in the use of QuickBooks accounting software	E	
Preparation of monthly management accounts	E	
Management and understanding of cash flow analysis	E	
Balance sheet and banking reconciliations	E	
Strong budgeting preparation	E	
Delivery of comprehensive financial reporting to CEO/Board of Trustees	E	
Experience in line management and staff supervision	E	
Fully or partially Accountancy qualified [ACA, ACCA]	E	
Understanding of financial regulations and compliance	E	
Strong analytical and communication skills	E	
Ability to uphold and work in line with our values at all times	E	
Skilled in forecasting, planning and control	E	
Knowledge or experience of working in the charity sector		D
Proven ability to adhere to and meet deadlines	E	
Excellent communication skills	E	
Strong analytical and problem-solving abilities.		
Ability to analyse, interpret, report on and process complex data and financial information and concepts		
Highly organised with excellent attention to detail and high-level numeracy skills.	E	
High level of IT skills including Microsoft 365, Excel, Outlook and Teams	E	
Self-motivated and disciplined; able to work with minimum supervision.	E	

Effective team worker with ability to take initiative and work on an individual basis.	E	
Flexibility and willingness to work occasional evenings	E	