



Job Description

Title:	Finance Manager
Location:	The Manchester Deaf Centre Crawford House, The University Precinct, Booth Street East, Manchester, M13 9GH
Responsible to:	Centre Manager
Responsible for:	Finance and Operations Support Officer Internal relationship management with budget holders across 3 service areas: Children & Young People, Salford and Trafford Advocacy, and WAITE (Wellbeing, Advocacy, Information, Advice and Guidance, Employment and Enterprise) Relationship management with key partners and financial stakeholders
Salary:	NJC Scale 23, £26,999 full time salary for 40 hours per week Pro-rata equivalent/actual: £16,199.40
Benefits:	3% employers' pension contribution Annual leave entitlement of 15 days Flexible working Employee bonus and wellbeing scheme under development
Basis:	Part-time – 24 hours, 3 days per week (typically Monday to Wednesday, 8.30am to 5.30pm including a break of up to 1 hour unpaid, but with some possible variation in work pattern to suit the needs of the organisation) Fixed-term for 1 year in the first instance Enhanced DBS Check

Background:

Manchester Deaf Centre is the largest organisation in Greater Manchester providing support services to people with hearing loss. The centre is a popular place for hard of hearing, D/deaf and Deaf-blind people to access bespoke services responsive to need, providing a place to meet, find information, advice and guidance, opportunities to learn and socialise.

Our communication support service enables hard of hearing, D/deaf and Deaf-blind people to communicate in a wide variety of settings. Our advocacy service helps them ensure that in engagement with public sector services and private amenities, they can access opportunities and experiences on an equitable basis. Our employment and enterprise services equip and empower beneficiaries to make progress in their working lives – through take-up on employment and pursuit of career progression paths, and/or business start-up, either or both enabling their establishment of financial independence. Our 50+ Group, Sign Choir and Wellbeing Groups are among those providing holistic health improvement activities and recreational outlets. And these are just a handful of the growing number of opportunities we provide to help D/deaf, Deaf-blind and hard of hearing people live well-connected lives as active, healthy and happy citizens.

New grant funding will be coming on stream soon and this investment will allow the reinvigoration, development and diversification of our children and young people's services. These funds will sustain our Youth Group for 6-13 year olds, our Deaf MEETS Group for 14 to 16 year olds, and our DAVE (Deaf Active Volunteering Experience) Project for 14-25 year olds – the first focused on growing social and cultural awareness, confidence and capacity for productive group work through the arts, play and physical activity; the second concerned with growing social and life skills among isolated young people who have had very few opportunities to access activity and incidental learning additional to school; and the third centred on social action, preparation for employment/enterprise start-up and healthy, independent living. They will also enable us to establish links with universal youth service providers across the city able to extend opportunities of building social and cultural awareness, accredited life and work-related learning, work experience, take-up on traineeships or apprenticeships, access to grant funding with business start-up in mind and much more – Manchester Deaf Centre's being the job of building organisational and staff capacity, developing and improving processes that will make for Deaf inclusion and equality of opportunity, enriching day to day life experience and enhancing future prospects among hard of hearing and Deaf young people. And they will extend our personal activity and betterment pathway still further – helping grow confidence, ambition, employment skills, work experience and apprenticeship/employment readiness through a range of motivational team-building experiences, fun activities and scenario-based workshops, micro-apprenticeships and much more.

The new *Finance Manager* will take lead responsibility for the smooth running of MDC's finance functions through a period of organisational growth and services' diversification - including cash management, sales invoicing, credit control, purchasing and bank reconciliation. They will stand as the core elements of his or her role.

Main Duties:

Specific

- Be accountable for the smooth running of MDC's finances at a senior level, drawing on assistance from the Finance and Operations Support Officer and Centre Manager as needed
- Provide accurate and up to date financial information including forecasts, budget reports and financial diversification illustrations to the Centre Manager and Board of Trustees
- Work with the Centre Manager and budget holders to set and manage individual service area budgets, reporting to funders on spend
- Prepare and produce quarterly management and annual accounts including purchase ledger and sales ledger reconciliations
- Produce sales invoices and correspond with suppliers for payment
- Review, develop and implement financial procedures that facilitate the effective delivery of MDC's services and projects
- Ensure records and data are maintained in accordance with MDC's policies
- Ensure the authorisation of expenditure is carried out in accordance with MDC's finance policy and internal control systems
- Support the Finance and Operations Support Officer to ensure all payments are recorded, including putting all entries into QuickBooks to relevant service/project budgets and the subsequent filing of all payment documentation
- Manage MDC's overall annual budget and analyse income from grants, fundraising and other earned income to monitor cashflow and manage the financial sustainability of the charity
- Analyse expenditure to ensure it is charged to appropriate restricted and unrestricted income streams within the budget
- Work with MDC's Centre Manager, Treasurer and Accountant to manage the preparation of annual accounts
- Manage and implement MDC's monthly payroll including relevant HMRC/Pension payments and processing
- Create, manage and implement MDC's Access to Work/DWP Claims process
- Update finance policies and procedures in accordance with any legislative changes
- Accountable for the Line Management of the Finance and Operations Support Officer
- Carry out any other reasonable duties that contribute to the organisation's overall aims and objectives

General

- Engagement with MDC's programme of core training activity and bespoke cpd
- Undertake other duties commensurate with the grade of the post

This is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role and the overall objectives of the organisation.

Person Specification

Qualifications:

Essential

- A2, NVQ or equivalent qualification or experience of finance

Desirable

- ATT qualified

Personal skills:

Essential

- Motivation to work towards the charitable purposes of the organisation
- Good numeracy, literacy and ICT skills
- Good written English skills
- Ability to communicate accurate financial information to various stakeholders such as managers, trustees and funders

Desirable

- A qualification at Level 3 or above in Management
- A European Computer Driving Licence would be desirable
- A British Sign Language qualification and appetite for further learning

Knowledge and Experience:

Essential

- A knowledge and understanding of financial regulations
- Experience of using accounts and budget management software (QuickBooks preferably)
- Experience of managing payroll
- Experience of using Microsoft Office
- Experience of working in a finance environment at a management/leading level
- Understanding of Charity SORP
- Experience of cash handling
- Experience of producing financial budgets and reports for restricted and unrestricted budgets

Desirable

- Experience of working in the charitable sector
- A willingness to take on training in staff supervision and building management
- Knowledge and experience of leadership in benchmarking and learning exchange

Personal Qualities:

Essential

- Commitment to working to the ethics and values of a specialist charity providing services to the hard of hearing, Deaf, Deafened and Deaf blind communities across Greater Manchester
- Commitment to continuing personal and professional development
- Self-starter with the character to work on own initiative
- Personal drive and ambition for the organisation
- A team ethic
- Energetic, empathetic, patient and consistently focused on organisational outcomes
- A commitment to abide by the charity's Diversity, Health & Safety, GDPR and Safeguarding Policies
- A can do, want to, creative and highly motivated approach to work
- Willingness to go the extra mile where needed
- Ability to communicate clearly and honestly
- Ability to work with people from different backgrounds and with varying needs, and with third party partners (public, private and third sector) – representing Manchester Deaf Centre well
- Respectful of differences e.g. communication needs/requests, race, religion, gender and sexuality
- An active champion of equal opportunities, ready to challenge professionally, inform and facilitate reasonable adjustment where needed in external settings