



Finance & Admin Manager, Job Description

Main purpose of the role

The role will lead and develop the Finance and Admin functions for Behind Closed Doors. It will ensure robust financial systems and controls, effective finance reporting, compliance with legal responsibilities, contribution to funding bids and reports, and the smooth running of all administrative functions.

Accountability and Responsibility

- The Finance and Admin Manager will be line managed by the CEO.
- The Finance and Admin Manager will line manage the Admin and Monitoring Assistant.

Personal Responsibilities

- Reflect the vision, mission and values of Behind Closed Doors in your work
- Work within all the organisation's policies and procedures.
- Be committed to the work of BCD and to promote team working.
- Take responsibility for assets, materials, safe-keeping of keys, cash and equipment.
- Participate in regular support and supervision sessions.
- Strengthen the leadership of the organisation by being an active member of the Senior Management Team.

Key Responsibilities – Financial

- Prepare the annual budget and forecast alongside the CEO for approval by the Treasurer
- Prepare financial reports and monthly management accounts for the CEO and Board of Trustees.
- Accurately enter all finance information into our accounting system (Xero).
- Oversee the cost-effective procurement of stationary and maintain stock levels.
- Support the CEO in preparing financial and monitoring information for funding applications.
- Prepare the annual report and accounts.
- Act as the main point of contact with the auditors.
- Oversee all income and expenditure. Manage cash flow and maintain an overview of all payments, direct debits, income and Gift Aid.
- Maintain payroll, pensions and NIC, ensuring it is processed on a timely basis and liaising with the payroll outsourcer where appropriate.
- Ensure financial policies and procedures are up to date.
- Be the main contact for banks, auditors, pension funds and other finance specialists.

Key Responsibilities – Administrative

- To carry out DBS checks for paid staff and Board volunteers.
- To oversee the task of dealing with incoming and outgoing post and routine correspondence.
- To work alongside the Treasurer to ensure all legal and financial requirements of the charity and ensuring full compliance with Charities Act 2011 regulations and procedures and Companies Act 2006.
- To be responsible for the completion & submission of Annual Returns for Charity Commission and Companies House
- To provide administrative support for Training and Development activities
- To be responsible for the upkeep and maintenance of the Organisations HR System (Breathe).

Key Responsibilities - Donations

- Have overall responsibility for the collection, processing, accounting and valuing of donations made to the Organisation for the year end accounts.
- Be responsible for setting up direct debit donations on CAF (Charities Aid Foundation) and for liaising with the Administration and Monitoring Assistant (AMA) to send out thank you cards/emails to donors.
- Liaise with external agencies and the public to arrange the collection of the gifts.

Key Responsibilities - IT

- Be the main point of contact with IT support, Telecoms and Mobile phone providers.
- Source new equipment for workers and to be responsible for the set up, maintenance and issue to staff, along with any training needs.
- Update BCD's asset register when needed.

Key Responsibilities - GDPR

- Work alongside the Operations Manager (OM) to update policies and procedures
- Work alongside the OM to complete any subject access requests (SAR's) that come in via a third party or a service user/ex-service user.
- Update the GDPR SAR log when needed.

Physical Condition

- The post will be based in the Behind Closed Doors offices, with some home and flexible working arrangement in place.

Finance & Admin Manager, Person Specification

Below is a list of qualities required for this post. Shortlisting will be done on the basis of this specification. Candidates must have all essential qualities to be considered for the post.

E = Essential D = Desirable

	E	D
Skills, Abilities and Qualifications		
<ul style="list-style-type: none"> ▪ Ability to use a computerised accounts package, including budgeting, journals and financial reports 	X	
<ul style="list-style-type: none"> ▪ Proven computer literacy skills and in particular the use of Excel to an advanced level 	X	
<ul style="list-style-type: none"> ▪ Ability to draw up organisational, project and funding budgets and analyse and interrogate financial information to prepare reports and communicate key financial information to the Chief Executive and Board. 	X	
<ul style="list-style-type: none"> ▪ Ability to prepare end of year company accounts, preparing information for the review by the accountants and ensuring liaison to finalise accounts 	X	
<ul style="list-style-type: none"> ▪ Ability to feel comfortable with levels of responsibility and think and act strategically 	X	
<ul style="list-style-type: none"> ▪ Ability to effectively motivate and line manage staff 	X	
<ul style="list-style-type: none"> ▪ Ability to negotiate, influence and develop external relationships where required, such as funders, partners and suppliers 	X	
<ul style="list-style-type: none"> ▪ Ability to ensure with the Chief Executive that Behind Closed Doors discharges it's constitutional and legal obligations 	X	
<ul style="list-style-type: none"> ▪ Excellent problem solving and organisational skills with ability to prioritise and manage own work, work on own initiative and be self motivated 	X	
<ul style="list-style-type: none"> ▪ Excellent IT skills 	X	
<ul style="list-style-type: none"> ▪ Qualified to AAT Level 3 or equivalent 		X
Knowledge		
<ul style="list-style-type: none"> ▪ Knowledge and understanding of SoFA accounts for charities 	X	
<ul style="list-style-type: none"> ▪ Knowledge to ensure that the charity is compliant with all necessary financial legislation and processes 	X	

▪ Knowledge and use of accounting software Xero.		X
▪ Knowledge of current health and safety policies and requirements	X	
Experience		
▪ At least 3 years experience of working in a financial management role	X	
▪ Experience of working in a charity finance environment, including understanding of key charity related finance issues such as unrestricted and restricted funds		X
▪ Experience of processing payroll	X	
▪ Experience of involvement in fundraising and local authority tendering processes from the financial perspective of budget and reporting preparation		X
▪ Experience of developing, implementing and monitoring policies and procedures relevant to finance and administrative areas	X	
▪ Experience of effectively working with a Board of Trustees (or similar) and management team	X	
▪ Experience of effectively managing staff	X	
▪ Experience and/or knowledge of working in the voluntary sector		X
Attitudes and Personal Skills		
▪ A commitment to the organisation's vision & values and an ability to put them into practice	X	
▪ Willingness to commit to Behind Closed Doors and associated policies and procedures	X	
▪ Commitment to reviewing individual and team practice and undertaking regular training	X	
▪ Commitment to diversity and working in an anti-discriminatory way	X	