

Finance Manager

Reports to:	Chief Executive Officer
Responsible for:	Finance Assistant and Finance Volunteers
Location:	Hybrid working – in the Office in Hatfield Peverel and at home with some occasional travel to other Charity sites
Salary:	£25,000 to £35,000 (pro rata for part-time) dependent on experience

About us

Helen Rollason Cancer Charity (HRCC) is dedicated to supporting people whose lives are touched by cancer.

Our Support Centres in Essex and London are vital in helping people living with cancer. The centres offer a range of complementary therapies to clients in an environment of peace and tranquillity, including counselling, reflexology, aromatherapy, manual lymphatic drainage and support groups.

Founded in 1999, the charity is the legacy of BBC broadcaster Helen Rollason, whose vision was:

“Good quality of life while coping with cancer is the most important gift a sick person can receive. It should be available to everyone.”

Providing support for cancer patients' emotional well-being alongside their medical treatment continues to be at the core of the charity's mission.

The role

HRCC strategy is to support 3,000 clients per year by 2025. The Finance Manager is a key role and will, working alongside the CEO and Trustees, provide the finance function to support this.

Yvonne Stewart House, The Street, Hatfield Peverel, Chelmsford, Essex CM3 2EH
Tel: 01245 380 719 enquiries@helenrollason.org.uk

Job Summary

The role of Finance Manager will involve the efficient co-ordination and maintenance of the Charity's accounts, ensuring the smooth operation and financial compliance of the Charity. You will be responsible for the day-to-day running of the finance function of the organisation and will work closely with the CEO and the Trustees. The successful candidate will be responsible for the management of a small Finance Team.

You will be responsible for maintaining the Charity's financial records including: processing transactions; preparing and maintaining the accounting records; preparing payroll; preparation of monthly accounts for the Management Team and Trustees; preparation of annual accounts for independent review by the Charity's accountant; monitoring and managing bank accounts; contributing to funding applications; and working with staff and Trustees to review budgets and cashflow.

You will have excellent attention to detail and be able to communicate well both within the organisation and externally. You will be an integral part of the HRCC Senior Management Team and will need to be able to clearly explain financial requirements to colleagues without a financial background. You will ideally have an AAT qualification, experience of Sage and be confident using Excel, Word and email.

The role will suit an experienced finance manager, with a good level of knowledge and ideally experience of non-profit finance.

Key Duties & Responsibilities

Managing and running HRCC Finance Function

1. Transaction processing (with support from Finance Assistant)
 - Purchase and Sales Ledgers
 - Staff expenses and payment cards
 - Preparation of payroll and pension
 - Prepare quarterly VAT returns
 - Prepare Gift Aid claims

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2. Management Accounting and Budgeting

- Manage month-end processes including processing timesheets, posting journals, P&L review and balance sheet reconciliations
- Prepare the monthly management accounts, including variance reports, rolling cash-flows and reserves forecasts
- Prepare the annual budget and cashflow forecasts

3. Statutory Accounting

- Prepare for the annual audit, including the audit file, liaising with auditors/accountant and overseeing the implementation of audit recommendations

4. Cash and Reserves Management and Banking

- Set up bank payments and bank cheques
- Credit control
- Bank and payment card reconciliations
- Updating bank mandates and liaison with bank(s)
- Actively manage cash flow to ensure adequate cash levels are maintained throughout the year
- Ensure accurate management of restricted and unrestricted funds

5. Financial planning and operations

- Support the preparation of financial information for the CEO and Trustees including management accounts, annual budget and forecasts and cashflow
- Ensuring financial control systems and procedures in accounts payable, accounts receivable, payroll and staff expenses and banking functions
- Monitor Charity Commission, Companies House and HMRC records and submissions
- Contribute to Board Risk Register as required
- Managing finance staff and volunteers including overseeing workflow, undertaking appraisals

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Person Specification

Requirements	Essential	Desirable
Training and Experience		
1. Relevant accountancy qualification such as AAT		X
2. Experience using accounting software	X	
3. At least three years' experience in an accounting role	X	
4. Advanced Excel skills	X	
5. Experience of preparing management accounts, annual budgets, monitoring overhead recovery, producing cashflow forecasts		X
6. Experience of working with external auditors/accountant, preparation of annual audit file		X
7. Experience of preparing payroll for external bureau		X
8. Experience of managing a team		X
9. Experience of working with volunteers		X
Skills, Abilities and Personal Attributes		
10. High level of attention to detail	X	
11. Excellent communication skills	X	
12. Excellent organisational and time management skills	X	
13. Flexible and able to multi-task	X	
14. A good understanding of the challenges of working in the third sector and/or a small organisation		X
15. Positive and "can-do" attitude	X	
16. Able to work well both as part of a team and independently	X	
17. Able to prioritise and work under pressure to tight deadlines	X	
18. Honest, discretion and confidentiality	X	
Miscellaneous		
19. Commitment to equal opportunity	X	
20. Full driving license and access to a vehicle for work purposes		X
21. Suitable, safe home working environment		X

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Conditions of Service

Salary:	£25,000 - £35,000 (pro rata for part time) dependent on experience
Contract:	This is a permanent contract. Hours worked to be negotiated. The appointment is subject to a six-month probationary period.
Annual Leave:	25 days per year (pro rata for part time) with one additional day (pro rata) after each full year's service, up to a maximum of three days.
Pension:	The Charity operates a stakeholder pension in line with Government guidelines. From April 2019 Employer contribution is 3% with Employee Contribution 5%. Total Contribution 8%.
Hours of work:	Normal working hours are Monday – Friday 9.00am – 5.00pm. Times will be negotiated depending on hours worked. Occasional evening or weekend work may be required, for which time off in lieu can be taken. No overtime will be paid.
Right to work:	All applicants must have the right to work in the UK.