



Finance Manager

Job Description

Service:	<i>Central Team</i>
Job Title:	<i>Finance Manager/Deputy Head of Finance</i>
Reports To:	<i>Head of Service – Finance</i>
Location:	<i>Hybrid working; between home, Young Somerset bases countywide and other community delivery locations</i>
Main Purpose of Post:	
To lead the Finance team in order and: • Support the Head of Finance to deliver a professional finance service to the Board, Senior Leadership Team and Wider Management Team (WMT) as required and under their direction as well as giving financial advice, guidance and support to customers and suppliers. • Support Young Somerset's financial systems and accounts as required including supporting the Heads of Service and other budget holders with medium term financial planning by identifying and quantifying the data required, analysing trends and forecasts and discussing needs with the budget holders. • Support the Head of Service with project delivery where business and/or finance are a major component. • Support the work of the wider finance team to ensure that we are compliant with all legislation and accountability frameworks.	
Main Responsibilities and Duties:	
Under the direction of the Head of Finance the post holder will support the wider financial function of Yong Somerset and: • Provide financial and business advice and analysis to support SLT in shaping the strategic direction of Young Somerset. • Provide analysis and advice to enable Young Somerset to determine financial policies and procedure. • Review budgets with managers/budget holders, providing support, guidance, advice and challenge as required. This includes the preparation for forward budgets and forecasting outturn throughout the year. • Provide technical advice and support to budget holders, suggesting ways of improving efficiency without impacting on performance and achieving better value for money. • Ensure Young Somerset Financial Regulations and financial policies are updated at least annually and are adhered to, reporting any concerns to the Head of Finance. • Support Managers to create Service Level Agreements/contracts; costing and pricing services to ensure full cost recovery is achieved and that overheads are appropriately charged. • Ensure all income due to Young Somerset is charged for and income collected in a timely manner. • Ensure the effective operation, review and improvement of performance and service quality within the finance team.	

• Support the accounting procedures for closing accounts, preparing accounts for audit and providing explanations for any variations. • Responsible for completing relevant parts of statutory and local returns. This includes making claims to HRMC and Charity Commission where relevant. • Negotiate with third parties and to settle disputes and to achieve agreements and settlements on the best terms available. • Support multifunctional or complex single function projects where business and finance are a major component. • Lead, manage, deploy and develop members of the Finance Team. This includes line management of a small team of technical staff, which may include Apprentices; mentoring and supporting continuous professional development, regularly review progress against targets and performance indicators and managing performance through the implementation of annual appraisals and every day line management. • Understand and uphold and promote: ○ Young Somerset vision and values; ○ Health, safety and wellbeing of self and others.
Additional Information The postholder must be able to demonstrate commitment and enthusiasm towards Young Somerset's four core values: Putting Young People First, Inspiring, Collaborating, Going Further. A basic DBS clearance is required as post holder will be responsible for overseeing financial controls. This post is exempt from the Rehabilitation of Offenders Acts. The post holder will be required to maintain a suitable, confidential space to work from home. The salary will be commensurate with level of qualifications and experience, the post is available on a full time or part time basis, and we will consider Term Time only working. Holiday entitlement is 27 days, plus Bank Holidays (pro rata for part time staff), with an additional 5 days after 5 years service (pro rata for part time staff). The postholder may be required to work occasional evenings and weekends to support wider business activity.
Qualifications Essential • Educational qualification or acquired knowledge to degree level. • Evidence of relevant specialist post qualification study within accountancy • At least AAT level 4 • Evidence of ongoing commitment to continuous Professional Development. Desirable • ACCA, CIMA or CIPFA qualified accountant.
Experience Essential • Considerable experience working in a similar role;

- Strong working knowledge of statutory, regulatory, policy and contractual financial frameworks and returns;
- Excellent research, analytical and problem-solving ability;
- High level of ICT literacy and confidence in working with Xero and Office 365 applications;
- Financial reporting;
- Communication and presentation skills; able to communicate specialist, complex and technical information to a range of audiences;
- Negotiation;
- Team work;
- Line management and supervision of staff

Desirable

- Working in the charity, youth or mental health sectors.
- Providing training in financial systems and processes.
- Project management.