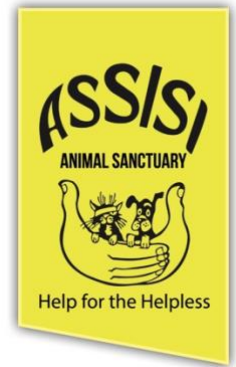


## The Friends of Assisi Animal Sanctuary



<b>Job Title</b>	Finance Manager
<b>Hours of work:</b>	37.5 hours per week
<b>Location of Job:</b>	Assisi Animal Sanctuary, 1 Old Bangor Road, Conlig, Newtownards, BT23 7PU
<b>Salary:</b>	commensurate with experience
<b>Line Management:</b>	Reporting to the CEO

### **Main Purpose of the role:**

To oversee the day to day activities of charity finances and ensure that the Charity's finance function is organised and efficient and produces accurate financial and management accounts.

**Line of Accountability – see attached Organisational Chart**

### **Key Tasks**

1. Manage monthly record keeping to allow detailed analysis on request
2. Maintaining suppliers' balances, ensuring timely payments
3. Prepare monthly Board reports including finance department updates, treasury management and current cash position, ensuring cash levels remain within policy
4. Prepare quarterly management accounts with variance analysis against budget and present to CEO and Board
5. Produce yearend financial statements and prepare records for internal and external audit
6. Financial modeling and analysis to aid strategic decisions
7. Ensure appropriate systems and internal controls are implemented and maintained
8. Oversee payroll process to Bureau and ensure accurate agreed payroll is transacted
9. Prepare and submit VAT returns
10. Undertake full annual Budget process to Board timetable, including any pay increments
11. Attend Senior Management and Board meetings as required, support effort where necessary
12. Manage procurement function concentrating on higher value contracts
13. Act as conduit on all company financial data/information requested internally or externally
14. Provide financial input toward ad hoc developments
15. Provide commercial supporting management to the commercial operation as necessary
16. Support to IT management as necessary

17. Engage effectively with site management to ensure professional integration with others, to the benefit of the department.
18. Follow current policies and good efficient practices, in order that Assisi effectively meets it's charitable and financial objectives.
19. Support the wider aims of the charity and from time-to-time carry out other general duties as may reasonably be required by the Chief Executive.
20. Support the Chief Executive in adoption of improved processes as required.
21. Work within the framework of Assisi as directed by the Chief Executive

## **General**

1. Manage the finance function including finance assistant
2. Undertake any other duties of a compatible nature as may be required from time to time by the Chief Executive
3. Ensure that Assisi is promoted in line with its vision, mission, values and objectives in a professional manner always.
4. Work within the policy framework of Assisi and adhere to the terms laid out in the employee handbook
5. Ensure that equality policies and practices are fully integrated into all aspects of work.
6. Participate in appraisal, work planning and training as required.
7. Take care of own health and safety and that of others who may be affected by your acts and omissions.
8. At all times to ensure and maintain a compassionate, professional and efficient public image for the charity.
9. Co-operate with Assisi policies and procedures for health and safety.
10. Ensure buildings are always secure.

## Person Specification

	Essential	Desirable	Method of Assessment Source of Information
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• Qualified / Part Qualified Accountant</li> <li>• 3 Years recent experience in similar managerial role</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of a recognised accounting body.</li> </ul>	Application Certificates
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of providing robust, strategic financial advice and management information up to Board level including preparation of financial statements.</li> <li>• Experience of managing a finance team</li> <li>• Proven application of sound and effective customer care skills.</li> <li>• Proficient in the use of accounting software systems and payroll software systems, Ability to use Sage Line 50 is a must</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a welfare environment.</li> <li>• Experience of working within Third Sector.</li> <li>• Experience of implementing systems and control procedures</li> <li>• Advanced excel skills</li> <li>• Experience of internal and external audit processes</li> </ul>	Application Interview
<b>Key Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Proven communication skills, written and oral.</li> <li>• Ability to work within a diverse team and build excellent working relationships.</li> <li>• Ability to manage personal deadlines and prioritise a demanding workload.</li> <li>• Ability to manage relationships with tact and diplomacy.</li> <li>• Excellent attention to detail.</li> </ul>		Application Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Personable, sociable and people oriented.</li> <li>• Proactive and self-motivated with the ability to think creatively.</li> <li>• Dedication, commitment and tenacity.</li> <li>• Empathy and understanding of the love for animals.</li> <li>• Change orientated approach to work</li> <li>• Ability to make decisions when dealing with often constant and conflicting demands on time</li> </ul>	<ul style="list-style-type: none"> <li>• Pet owner.</li> </ul>	Application Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• To have a flexible approach to working hours.</li> <li>• Availability of vehicle for work use and in possession of a current, clean driving licence.</li> </ul>		Application Interview

# ASSISI ANIMAL SANCTUARY ORGANISATIONAL CHART

