

Finance Manager

Job Description and Person Specification

JOB DESCRIPTION	
AVENUE:	Avenue is a charity based in the North East of Scotland, providing a range of services to families, children, and individuals. We help families and individuals to overcome obstacles to well-being and find ways forward through the challenges that life can bring.
VALUES:	<ul style="list-style-type: none"> • Effectiveness • Integrity • Respect • Credibility • Innovation • Independence
AIMS:	As a key member of the senior leadership team, the Finance Manager ensures the highest level of probity for all of Avenue's financial affairs, and the charity's ongoing financial sustainability and growth. The Finance Manager will be accountable for the day-to-day running of our finance function, with responsibility for all aspects of management accounting, cash management, budgeting, and forecasting, costing and pricing our services, and processing payments and receipts. They will work closely with the CEO to provide accurate and timely information and advice to the Board of Trustees on finance matters to support strategic decision-making and develop our finance policies and procedures. The post will also involve working across functions to ensure managers are supported to manage their service budgets and provide accurate and timely financial reports to funders and other key partners.
DUTIES:	The following outlines the duties and responsibilities that the post may involve. The exact nature of these duties will change over time, and the post holder will be expected to work flexibly and carry out any work reasonably required and appropriate to the role.
MAIN DUTIES:	<ul style="list-style-type: none"> • Support the CEO and the Board of Trustees to execute their financial obligations and duties with the highest levels of probity. • Lead on all aspects of financial planning, management, and reporting, including developing the annual organisational budget, providing monthly and quarterly financial reports, managing month and year-end processes, and audits. • Develop and implement strategic financial plans to ensure long-term financial sustainability and growth. • Oversee line management and support for the finance team, including their development and training. • Develop and implement financial policies, procedures, and robust internal financial controls. • Lead the external annual audit process and prepare statutory accounts compliant with SORP and other relevant accounting policies. • Prepare cash flow statements, advise on treasury and investment strategy, and recommend corrective actions where necessary. • Manage relationships with the bank and coordinate the execution of bank mandates.

	<ul style="list-style-type: none"> • Ensure accurate and timely reporting for payroll and pension management, acting as the main contact for our external payroll services provider. • Ensure timely and accurate reconciliation and management of payroll, HMRC, and pension payments. • Oversee the repayment of staff and volunteer expenses, ensuring a robust system for validating and authorizing claims. • Produce and maintain service level budgets, and provide monthly expenditure reports and management accounts. • Support managers in managing their departmental budgets, providing training and coaching as required. • Develop and implement financial risk management practices and strategies to mitigate risks. • Attend regular Board of Trustees meetings to present financial reports, explain variances, update risk assessments, and highlight opportunities for growth. • Collaborate with fundraising colleagues to support funding applications and provide financial reports to funders. • Manage cash and electronic payments, donations and the Gift Aid scheme. • Oversee the management of restricted and unrestricted funding. • Support specific external partner relationships and negotiate partnership agreements. • Ensure effective supplier management systems and maintain relationships with key suppliers. • Manage asset and IT hardware inventory support. • Ensure compliance with financial, charity, and company legislation, meeting statutory obligations to HMRC, OSCR, and other relevant bodies. • Perform periodic internal audits and financial reviews to ensure compliance and financial health. • Manage and renew all insurance contracts. • Perform any other tasks as reasonably required by your line manager.
General Duties:	<ul style="list-style-type: none"> • Uphold Avenue’s values and mission, and adhere to all policies and procedures. • Contribute positively to a productive and professional team culture. • Promote Avenue’s trauma-informed ethos, ensuring a safe environment, especially for children and young people. • Work closely and positively with all colleagues and seek opportunities to support their work. • Keep skills current and stay updated with new technologies that will assist and improve our work. • Undertake tasks such as keeping communal areas clean, answering phone calls, and welcoming visitors. • Contribute to a culture of mutual respect and maintain a welcoming environment.
Location:	This role is office-based at our registered office in Aberdeen. Occasional home working may be agreed upon with the line manager. You may need to work at different locations or attend external meetings off-site, with reimbursement for reasonable travel costs.
Flexibility:	Working hours are within normal office hours (Monday to Friday, 9 am-5 pm), but occasional evening and weekend hours may be required as agreed with your line manager. The Finance Manager will attend Board of Trustees meetings, typically held in the evening, no more frequently than once per month.

PERSON SPECIFICATION	
REQUIRED KNOWLEDGE, EXPERIENCE AND SKILLS	ESSENTIAL / DESIRABLE
Fully qualified (ACA, ACCA, CIMA) accountant (or part qualified accountant with significant third sector experience)	E
Knowledge of current and relevant legislation and regulation in relation to Company and Charity Finances	E
Proven success in a lead financial manager role with responsibility for all functions, including payroll	E
Managing multi-faceted and complex funding streams	E
Building and maintaining stakeholder, customer, and supplier relationships, with a track record of negotiating supplier contracts to ensure best value terms	E
Excellent interpersonal and communication skills, both written and verbal	E
Costing services and products for tenders, funding applications, and grant bids, preferably in the 3rd sector	E
Managing finance and accountancy software, preferably Xero	E
High standard of IT literacy, including advanced proficiency in Office 365, particularly Excel	E
Providing professional line management support to small teams	E
Evidence of continuing professional development	E
Exceptional organisational skills, including the ability to manage a demanding workload with frequent re-prioritisation	E
Strong problem-solving abilities	E
Experience of strategic financial planning and long-term financial strategy development	E
Experience in developing and implementing financial risk management strategies	E
Supporting non-finance managers to manage budgets	D
Designing and delivering training and CPD	D
Developing co-produced services within the third sector	D