



nsdas

For life free of abuse, fear & oppression
North Surrey Domestic Abuse Service

FINANCE MANAGER

POST TITLE	Finance Manager
SALARY AND HOURS	Up to FTE £45,000 14 hours a week
DURATION	Permanent part-time role
REPORTS TO	Chief Executive Officer
LOCATION	Hybrid: Work from home / Walton-on-Thames, Surrey
HOLIDAY & PENSION	Defined contribution pension scheme

Please note: This post is restricted to female applicants in accordance with Schedule 9 (part 1) of the Equality Act 2010

SUMMARY

NSDAS (North Surrey Domestic Abuse Services) is an independent charity providing outreach and associated services in the North Surrey area. NSDAS is a close team of diverse women, united by ultimate goal of eradicating domestic abuse in all its forms and advocating on behalf of survivors and their children.

You will work closely with the Chief Executive Officer and the Business Manager to provide a high level of financial and strategic financial advice. You will be responsible for the day-to-day running of the accounting systems and will require both a hands-on approach together with the ability to drive the charity's financial direction.

KEY DELIVERABLES

To manage and control the finances of this charity (with annual income of @£700,000 per annum) and to support the Chief Executive Officer with all financial decision making:

Financial Accounting

1. preparation of statutory financial statements, the Annual Report and the Impact Report each year including all liaison with external auditors
2. managing the payroll processing for the team and liaising with our third party payroll provider each month
3. managing the annual renewal of the charity's insurance policies, including maintaining a register of fixed assets
4. controlling expenditure and ensuring value for money
5. managing bank accounts and maintaining financial controls, developing policies to

support the charities progress.

Management Accounting

1. collating and consolidating statistical and financial reports from three partner charities with our own within Excel to prepare funding reports to external stakeholders
2. Preparing financial reports for external stakeholders, involving consolidation with three partner charities
Collating financial and operational statistical data
3. preparing quarterly management accounts and reports to trustees
4. monitoring and reporting on the use of restricted grant income
5. preparing cash flow forecasts and prudent management of cash flow
6. preparing ad hoc financial information and analysis for senior management as required

Financial Strategic Management

1. support the CEO and senior leadership team as they develop the financial strategic direction of the charity to maintain its financial resilience
2. advising on all financial matters

SKILLS AND EXPERIENCE

Essential

Qualified Accountant (ACA, ACCA, CIMA) or qualified by experience with demonstrable experience of managing the finances of a similar sized organisation

- Previous experience of lead financial responsibility
- Experience in the preparation of financial statements and managing the year end audit process
- Skilled in preparing management accounts, budgets and forecasts
- Ability to control and monitor cash flows
- Excellent IT skills, particularly Excel and Word. The ability to consolidate financial and statistical information with Excel to regularly report to external stakeholders
- Demonstrable experience of balancing detailed numerical, hands-on finance responsibilities with higher level strategic financial input to CEO and Board
- Outstanding interpersonal skills and ability to build successful working relationships with non-finance staff, funders and stakeholders
- Familiarity with online cloud accounting software such as QuickBooks, Sage or Xero, and expense processing tools such as Dext or AutoEntry.
- Team player able to support Trustee Treasurer and CEO whilst managing a bookkeeping staff member and helping to develop their career too.

Desirable

- Charity accounting experience, and understanding of restricted and unrestricted funding, is highly desirable
- Treasury experience is also desirable
- Experience of the preparation of grant applications is desirable

PERSONAL ATTRIBUTES

- Highly organised and able to manage own workload and work to tight deadlines
- Confident and proactive approach
- Conscientious and committed to performing the role at the highest level
- Flexibility and commitment to adapt to support the changing needs of NSDAS
- Will work at all times in line with NSDAS policies and working practices
- Awareness and commitment to equal opportunities and diversity practices and policies and empathy to treat colleagues and clients fairly and with respect
- Ability to work with kindness, honesty and integrity at all times in line with the charity's ethos
- Respectful and able to ensure confidentiality with sensitive information

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Registered Charity No: 1203855

Registered Office: Elmbridge Community Hub, 72 High Street, Walton-on-Thames, Surrey KT12 1BU

