



## **Finance Manager Accountability Statement**

**Salary:** £19,500 – 21,450 pro rata according to qualifications and experience  
**Hours:** as agreed on appointment or mutually changed and recorded  
**Contract:** 12 month initial contract of employment (possibility of extension)  
**Accountable to:** The Trustees of Carers Together  
**Line Manager:** Chief Officer

### **OVERALL RESPONSIBILITIES**

To manage the finance functions of Carers Together<sup>1</sup> under the direction of the Secretary and Treasurer, leading a small team to deal with income and expenditure processes using Xero, Payroll Manager and Microsoft office systems.

To manage the administrative functions of Human Resources, including issuing contracts and variations to staff and managing the auto enrolment pension.

To liaise with the external auditor as necessary to ensure proper accounting processes and procedures are followed and to enable the timely production of the annual accounts for the charity and the limited company.

To assist and support the trustees by undertaking appropriate specific tasks within the overall remit of the post as required and by providing any general administrative and support work needed by the organisation.

To support, enable and facilitate the involvement of carers in all the activities of the organisation and to support CT Project Workers in their roles as appropriate.

### **KEY TASKS**

#### **Finance**

1. Administer all accounting procedures
2. Administer all accounts documentation and procedures using Xero
3. Administer all payroll documentation and procedures using Payroll Manager and HMRC website including online reporting to HMRC and the Pension Provider
4. Manage the auto enrolment pensions, to include compliance with legislation, communication with individual employees, collection of employee contributions, and payment of sums due to the pension provider
5. Manage the processing of suppliers' invoices including receipt, authorisation and bank payment including the management of all paperwork

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<sup>1</sup> Carers Together is a charity whose primary object is to relieve the stresses experienced by carers, as defined in The Carers (Recognition and Services) Act 1995, of people with physical, mental, or sensory impairment or illness, particularly by representatives of voluntary organisations and statutory authorities within the area of benefit. It operates as two closely-related organisations: the Charity and Carers Together Trading Limited which manages several charity shops that generate income to support the charity.



## **Finance Manager**

6. Manage the processing of clients and customers' invoices including production and the receipt of monies due including the management of all paperwork
7. Oversee the management of petty cash and other cash floats, ensuring the safe control and recording of income collected from support activities
8. Reimburse staff and volunteer expenses, either from petty cash or through monthly payroll
9. Undertake/maintain the monthly income and expenditure activities including banking and reconciliation of control accounts, maintain cash flow information to provide up to date information and produce trading and management information using Xero when required.
10. Review finance documentation and liaise with finance officer to update or review paperwork as appropriate
11. Assist the Treasurer with maintaining contract information for suppliers

## **Human Resources**

1. Assist the Secretary with all human resources and personnel procedures
2. Manage HR administrative functions, including issuing contracts and variations to staff

## **PACS United**

1. Liaise with Solent and Winchester Universities regarding the availability of volunteers to support MSc and BSc social work degrees
2. Manage and process volunteers' expense claims including receipt, authorisation against University purchase order and bank payment including the management of all paperwork
3. Manage the processing of invoices to the Universities including production and the receipt of monies due including the management of all paperwork

## **General**

1. Line manage and develop finance and other accountable staff
2. Oversee and undertake general duties such as dealing with correspondence/post as directed, diaries of visits, photocopying and dealing with telephone, and email enquiries, referring to other staff as appropriate
3. Deal with filing as required including keeping work areas clear and fit for purpose and available for use as hot desks when required
4. Work with staff, volunteers to gather information/evidence for better operational working
5. Assist in providing an access/contact point for carers to the organisation and helping to ensure effective links with other carers and carers groups.
6. Assist CT Project Workers to provide services to carers as required
7. Such other tasks as may be appropriate or necessary including attendance at committee meetings, staff meetings, taking minutes etc. as required



## **Finance Manager**

### **Person Specification - Skills, Qualifications, Experience and Personal Attributes**

#### **SKILLS**

- You will be an experienced bookkeeper or finance professional, ideally with experience of Xero and Payroll.
- Proven ability to work to deadlines and manage your time efficiently/effectively
- Ability to effectively gather, collate, manage and disseminate data
- Skills in the use of a personal computer, especially with use of Windows/Microsoft Office Professional including Word, Excel, Publisher, PowerPoint and Access
- Proven organisational and administrative skills e.g. recording, statistics, filing
- Ability to understand and have empathy with the needs of unpaid family carers
- Ability to communicate effectively/appropriately in person, in writing and on the telephone with carers and a range of other people including professionals in other organisations
- Support as required to other personnel including Trustees/Project Workers
- Ability to work effectively both alone and as part of a team

#### **QUALIFICATIONS AND EXPERIENCE**

- Experience of finance work is essential
- Experience of Xero or equivalent accounting system is essential
- Experience of Payroll, HMRC and Pension Regulations is desirable
- A good standard of education and an excellent telephone manner is essential
- Qualified to Accounting Technician level or equivalent would be an advantage
- Spreadsheet skills and proficiency in the use of word, outlook and excel is desirable
- Clean driving licence and use of a car would be an advantage

#### **PERSONAL ATTRIBUTES**

In addition to the above, the successful candidate will exhibit some of the following:

- Flexibility to change with the requirements and demands of the position.
- Knowledge and/or experience of caring and the needs of carers
- A personal commitment to the need for confidentiality and loyalty to the management of the organisation
- Caring personality
- Sense of humour
- A commitment to equal opportunities