

**JOB DESCRIPTION**

**Position:** Finance and Operations Manager

**Salary:** NJC Scale 32~34 £35,575 - £37,890 (£28,460 pro rata) (*starting*

*salary is normally at lowest scale point)*

**Contract:** Fixed Term 31st March 2022 (potential for extension subject to

funding)

**Responsible to:** Chief Executive

**Responsible for:** Finance andAdministration Officer; Civic Participation Officer

**Hours of work:** 28 per week

**Place of Work:** DW’s Premises in Caerphilly (currently remote working due to

Covid-19 restrictions)

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**Job purpose:**

To ensure the smooth and efficient running of the organisation by providing

leadership in:

* All financial matters including budget planning, development and reporting,

managing the accounts, payroll and financial reporting of core and project funded activities and programmes

* All operational matters including HR requirements and overseeing activities to ensure safe and cost-effective management

To work as part of the management team to:

* contribute finance and operational expertise in the development of organisational strategies, policies, practices, funding proposals and applications
* provide financial and operational monitoring and controls on all programmes of work and activities, including producing reports and overseeing analysis of data and budget administration

To interact with the Board of Directors by providing financial reports and

information to ensure sound financial and operational governance.

### Main Responsibilities:

**1. Financial Management, Planning and Analysis**

* Support the Chief Executive in preparing, managing and monitoring the annually allocated budget
* Develop and ensure DW’s financial policies and procedures are consistent with the requirements of the auditors
* Prepare forecasts of income and expenditure, communicate a timetable of financial and management accounts and assist in the preparation of cash flow forecasts
* Prepare end of year accounts prior to audit
* Oversee the management of all company accounts
* Monitor and produce reports for all project budgets
* Manage payroll, pension scheme, employee benefits and organisational insurance
* Advise on purchasing procedures, including guidance on best value suppliers and ensure cost effectiveness in the provision of goods and services.
* Prepare regular, standard financial accounting reports for the Chief Executive and Directors
* Update and reconcile key balance sheet accounts monthly
* Generate and maintain cost control spreadsheets, such as KPI, staff costs, utility costs and local variance reports.
* Maintain asset register and data in the finance system and reconcile with schedules
* Prepare budget data for potential new services or ventures for Chief Executive and managers to review. Participate in budget meetings with Directors and managers as required
* Consolidate and reconcile budget and forecast data
* Derive an ethically sound, value for money charging policy for the organisation which can be applied across all DW’s charged for services
* Assist with identifying suitable funding opportunities and contribute to the development of funding applications, tenders and other bids including drafting of budgets
* Ensure completion and submission of returns to the Charity Commission, Companies House and HMIRC
* Oversee organisational accommodation and maintenance responsibilities, procurement and best value
* Review and develop financial processes and systems.

**2. Governance, Operational Effectiveness and Risk Management**

* Oversee management of all governance and operational functions
* Ensure good practice in delivery of governance policies and procedures
* Be responsible for HR policies and procedures, improving effectiveness and efficiency
* Oversee IT and premises as well as co-ordination and communication between all operational functions
* Maintain and review all office policies and procedures, including Health and Safety and environmental and ensure compliance with all relevant legislation
* Drive initiatives in the management team and across the organisation that contribute to long-term operational excellence
* Contribute to short and long term organisational planning and strategy as part of the Management Team
* Contribute to the review and update of the risk register.

**3. Other**

3.1 To act as emergency cover outside office hours

3.2 To undertake any other duties as required which are in keeping with the aims

 of this post.

**Person Specification**

**Essential knowledge and experience**

* Knowledge, experience and commitment to disability rights and equality preferably from lived experience
* Sound understanding of financial procedures
* Experience of preparing financial accounts under Charity SORP and managing an audit process through to completion
* Knowledge and understanding of restricted and unrestricted funds
* Experience of cash flow forecasting and treasury management
* Strong reconciliation skills and an eye for detail
* Experience of managing, developing and motivating a team through a period of change and business improvement.
* Strong all round Microsoft Office skills (Outlook, Word, Access and Teams) with Intermediate to advanced Excel skills; knowledge of online platforms including Zoom)
* Knowledge of Sage Accounts and Payroll including the use of the department function within Sage to manage and track various funding streams
* Experience of systems development and making the best use of technology to add value
* Knowledge and experience of working with a Board of Directors and the policies and processes that support good governance
* Experience of drafting and implementing policies and guidance including in finance, human resources and Health and Safety
* Effective written and oral communication skills that support building effective and collaborative working relationships with colleagues at all levels.

**Skills**

* Ability to manage own workload, time and diary in order to meet deadlines / achieve outcomes
* Ability to work independently with minimal supervision
* Ability to work calmly and efficiently under pressure
* Ability to work co-operatively and effectively as part of a team
* Ability to competently use MS Office
* Ability to deliver excellent customer service
* Ability to communicate effectively across various formats and audiences
* Ability to build relationships with internal and external stakeholders
* Ability to identify opportunity for innovation and solve problems

**Values**

**Commitment to:**

* DW’s mission, aims, objectives and values including the Social Model of Disability
* Equality, Diversity and Human Rights
* collaborative working approach
* inspiring communities and people to take control and reach their potential
* the cultural importance of the Welsh Language
* good working practices, e.g. professionalism, confidentiality, punctuality, adaptability
* continuous professional development

**Desirable Requirements**

* Knowledge of procurement and tendering processes and different sources of funding opportunities
* Skills and experience in project management
* Experience of working in the Third Sector
* Knowledge of HTML / basic web site skills

**General Criteria**

* willingness to travel throughout Wales and beyond, which may require overnight stays in line with the duties of the post