



Job Description

Post:	Finance Manager
Salary Scale:	£20,900 pro-rata of a full-time salary of £34,834 (NJC pay-scale SCP 26)
Hours:	21 hours per week (full time being 35 hours per week)
Employed by:	Victoria Baths Trust and Victoria Baths Trading
Reporting to:	Director

Purpose:

Responsible for managing all the financial activities of Victoria Baths Trust and Victoria Baths (VB) Trading Limited and supporting the trustees and trading company directors in strategic management and financial planning.

Responsibilities:

1. Direct responsibility for all financial activity for both organisations, to include: the accurate recording of all QuickBooks entries and other financial submissions and paperwork, issuing and following up invoices, overseeing the banking of cash and payment of invoices, Gift Aid claims, VAT Returns, running payroll, pension administration, HMRC payments, insurance requirements and monitoring utility usage.
2. Lead on financial management by monitoring cash flow and making inter-company transfers, preparing and monitoring budgets for the Trust and VB Trading and producing financial management reports for colleagues and trustees.
3. Ensure strict compliance with all organisational policies, and legal and statutory requirements. Ensure that appropriate internal controls are in place, maintained and regularly checked.
4. Liaise with the organisation's accountant to produce the annual accounts.
5. Assist with grant claims by: providing financial information, ensuring submissions are accurate, efficiently monitoring grant income and expenditure, and completing any reporting requirements in a timely manner.
6. Assist with business planning in relation to the operation and restoration of Victoria Baths; provide financial planning support to senior management, trustees and trading directors.
7. Support the trustees and trading directors in the management of financial risk, by both maintaining a Financial Risk Register and supporting the oversight of financial controls. Assist with the development of policy with regard to finance.
8. Line manage the Office Coordinator. Train and support staff and volunteers involved with routine finance work and the Friends membership scheme administration.

9. To act as Company Secretary for both the Trust and Trading companies.

10. General:

- to ensure compliance with any financial objectives set by the Council of Management and Trading Directors
- to be a member of any internal committees or task groups as required
- any other tasks as may reasonably be required from time to time.

Work-related Conditions:

To attend any internal committees or task group meetings, which may be in the evenings

To support the Equal Opportunities Policy of the Victoria Baths Trust

To identify personal training needs and take part in regular performance reviews and annual appraisals

Person Specification:

ESSENTIAL:

1. Excellent financial and accounting skills; a thorough understanding and working knowledge of QuickBooks and Microsoft Excel, the ability to accurately record and monitor a variety of financial transactions, the ability to produce and monitor budgets and financial reports.
2. Experience of recording VAT and submitting returns, payroll and all aspects of PAYE, day-to-day banking and petty cash handling.
3. Charity bookkeeping - practical experience of the financial and reporting requirements of funding systems appropriate to charities, including accounting for different funds.
4. Good communication and inter-personal skills, in particular in relation to colleagues, volunteers and customers – includes the ability to analyse financial information to produce relevant, easy to understand reports.
5. Excellent organisational skills; the ability to set up and maintain office systems, and work to a high standard with minimal supervision, by planning work schedules and using time effectively.
6. Good problem-solving skills; the ability to identify issues affecting the organisation's financial operation and to work collaboratively to resolve problems.

DESIRABLE:

7. Accountancy qualifications.
8. An understanding of the issues influencing the restoration of listed buildings.
9. Knowledge of Victoria Baths, its structure, history and architectural and historic significance.