

**Finance Manager**

**Job Description**

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| **Location:** | Emmaus Suffolk |
| **Accountable to:** | Chief Executive/Treasurer |

**Overall Purpose of the Job**

**Finance Manager**

You will play a fundamental role in ensuring that financial planning, management and reporting is carried out effectively, to optimise our financial performance and position. Recognising the importance of, and performing with, a high degree of accuracy is essential.

You will constantly examine administrative effectiveness and seek better procedures where necessary and demonstrate a strong ability to analyse problems methodically.

Key responsibilities:

* Managing the day-to-day finances of the charity
* Ensuring tight financial control framework
* Ensuring compliance with all statutory requirements (VAT, PAYE, Gift Aid etc)
* Preparation of monthly management accounts including variance analysis
* Detailed experience of using Xero
* Preparation of information for payroll for submission to external bureau
* Reviewing and setting up payments
* Cash flow monitoring and forecasting for the charity and funded projects
* Recording and reporting on restricted reserves
* Accounts analysis to support Chief Executive and Area Retail Manager
* Financial reporting for Emmaus UK, funders and other external bodies
* Preparation of annual accounts up to trial balance ready for external accountant’s review
* Ability to work collaboratively with both finance and non-finance colleagues
* Strong organisational skills and ability to work to tight deadlines
* Management of the Finance Administrator
* Work with the Finance Administrator in the preparation of weekly allowances, holiday, wellbeing and resettlement allowances, loans and repayments and housing benefit records
* Assist with petty cash procedures, banking, purchase ledger, invoicing, and recording income to support the finances of the charity and community

General

* To ensure activities meet with and integrate with organisational requirements for quality management, health and safety, legal stipulations, policies and general duty of care and professional boundaries
* To be flexible and willing to carry out any reasonable duties needed to assist the community and business operations, including holiday/sickness cover and on-call duties, participation in team meetings, attend 1:1’s and appraisals
* To understand and work in accordance with the principles of Emmaus International and uphold its values and ethos

**Other Duties**

* Active involvement in the delivery of the strategic plan for Emmaus Suffolk
* Attend meetings and liaise with external agencies
* Perform any other tasks or duties deemed necessary by the Chief Executive

**General**

Emmaus works with vulnerable people. Staff and volunteers must observe the proper demarcation and professional boundaries while performing their role.

The post holder must always act in a way which will maintain the good reputation of Emmaus Suffolk, upholding the policies and procedures of Emmaus. The post holder will strive to preserve good working relationships with Staff, Volunteers, Companions and the Trustees, keeping the appropriate key personnel well informed of significant matters relating to the Community

We expect you to carry out your job responsibilities in an environmentally aware manner. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply sound ‘value for money’ principles in undertaking purchasing or supply of goods and services.

In Emmaus, volunteers are an important resource and make a vital contribution to Emmaus’s aim to take action to help disadvantaged people. You will be expected to encourage, develop and support volunteer involvement in our work.

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