**Job Description: Finance and Operations Manager**

**Job Title:** Finance and Operations Manager

**Salary:** Band: £34k - £44k. Starting salary will depend on experience.

**Type of contract:** Permanent &full time.

**Location:** Working mainly from home and some office working in Bristol.

**Reporting To:** The Head of Operations

**Position Summary**:

The post holder will take responsibility for ensuring the operational and financial processes at the Sustainable Food Trust run smoothly and effectively to support our growing staff team.

The role is expected to be divided roughly as follows:

60% financial processes, administration, analysis and reporting.

30% organizational operations and IT.

10% HR oversight.

**Key Responsibilities:**

Finance

* Policies, procedures, and systems: Oversee and implement financial policies and systems to ensure appropriate financial controls and facilitate budget management, analysis and reporting.
* Budgets: Compile the SFT’s annual budget in consultation with the Head of Operations and budget holders. Oversee the allocation of resources to ensure the SFT can work towards its mission whilst maintaining sufficient financial reserves and ensuring appropriate handling of restricted and unrestricted funds.
* Book-keeping and financial administration: Keep the company books up to date using QuickBooks, and carry out general financial duties including making deposits, monitoring bank accounts, supervising payroll, invoice and expense management (using Dext), making payments and carrying out monthly bank reconciliations in line with the financial procedures.
* VAT: Administer the SFT’s VAT, including quarterly returns to HMRC.
* Management Accounts – Provide management accounts, project budgets, financial analysis, cash flow forecasts to staff and the board to facilitate decision making.
* Fundraising Support – Attend fortnightly funding meetings and provide support to the fundraising team to facilitate the inclusion of financial information in funding applications and grant reports. Oversee the grant start process – arranging meetings with account holders as appropriate.
* Accountants and auditors: Maintain relationship with external accountants and consultants and arrange the annual audit.
* Compliance: Keep abreast of financial regulations and legislation and ensure compliance with external agencies including Companies House and the Charity Commission. Prepare and submit the annual report and accounts; annual return and other returns that may be required.
* Strategy and Financial Analysis: Work with the Head of Operations to provide in-depth financial analysis, including through ongoing improvements to a dashboard of financial health measures.
* Investments: Make periodic recommendations for the investment of reserves.

IT and Operations

* IT: Oversee and implement the SFT’s IT and cyber-security function, including the selection of external contractors, with support from the Operations and HR Officer.
* Board Meetings: Work closely with the Head of Operations to support Board meetings, including the preparation of financial and other papers.
* Risk Management: Work with colleagues to identify risks to the organisation, and implement the SFT’s Risk Register.
* Operations Schedule: Maintain the SFT’s schedule of operational tasks.
* Premises: Ensure the organisation has adequate premises to ensure it can run effectively.
* Insurance: Keep the SFT’s insurance up to date and regularly reviewed and be responsible for insurance claims and queries.
* Legal: Provide support for contract negotiation as required; ensure the SFT complies with relevant laws and regulations; and support compliance with terms and conditions imposed by funders.

HR

* Line Management: Provide line management support to the Operations and HR Officer (OHRO).
* Resource planning: Contribute to discussions about organisational structure and resource planning.
* Recruitment support: Support the recruitment process, as may be required from time to time.
* Policies and Procedures/GDPR: Provide oversight and input to the development of policies and procedures and GDPR (implemented by the OHRO).
* Pension scheme: Oversee and administer the SFT’s Pension Scheme.

**Note:** This job description does not form part of the contract of employment, but indicates how the contract should be performed. The job description may be subject to amendment.

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Essential** | |
| Qualifications | Educated to A-level or above, or equivalent experience |
|  | GCSEs in Maths and English at Grade C or above |
|  | NVQ II in Accounting/Book keeping or equivalent demonstrable book keeping experience |
| Experience / Knowledge | Charity accounting, including good working knowledge of SORP guidelines and best practice for charity financial management. |
|  | Book-keeping and accounts. |
|  | Bank reconciliation and monitoring cash flows |
|  | Overseeing financial policies and procedures |
|  | Budgeting |
|  | Experience of developing, interpreting and communicating a range of measures to facilitate effective financial analysis and reporting. |
|  | Working knowledge of charity operations and governance. |
|  | A good understanding of IT and HR systems. |
| Skills and Abilities | Excellent Communication and interpersonal skills |
|  | A flexible working style, with the ability to communicate with authority whilst retaining a sensitive and good-humoured approach to working with others |
|  | Good organisational and time management skills |
|  | Highly motivated with the ability to act in your own initiative |
|  | Exceptional attention to detail with the ability to work fast and accurately. |
|  | Good judgment, and analytic and problem-solving skills |
|  | Ability to be tactful and diplomatic and to represent and be an ambassador for SFT. |
|  | IT skills including comprehensive working knowledge of relevant MS office programs, including excellent Excel skills with the ability to quickly and effectively build spreadsheets for a range of functions. |
|  | QuickBooks accounting system and Dext expense management or similar |
| Other | Commitment to equal opportunities and diversity and experience of implementing good practice. |
|  | Commitment to SFT principles and ethos |
|  | Trustworthy, reliable and self-motivated, with the ability to work at home on your own initiative. |
| **Desirable** | |
| Qualifications | A formal accountancy qualification. |
| Experience / Knowledge | VAT administration |
|  | Writing and implementing policies and procedures |
|  | Experience of HR management or administration. |
|  | Working with or supporting volunteers or junior staff. |
|  | MAC user |
|  | Office management and administration experience. |
| Other | An adequate home-working space, with broadband access of sufficient quality to facilitate video calls and collaborative working. |