

Job Title:	Finance and compliance manager
Department:	Finance and compliance
Work Hours:	Full-time, 37.5 hours
Reporting To:	CEO
Responsible For:	Business administrator and property compliance worker
Salary	£40,221 – £45,441, dependent on experience

Role profile

<p>Primary objective of the role</p> <p>The finance and compliance manager is responsible for overseeing and managing the financial operations of the charity. You will be responsible for developing and delivering strategic plans to ensure long term financial sustainability, and ensuring that all financial transactions are accurately recorded and that financial controls and procedures are in place to safeguard our assets. You will also oversee property management and compliance, delivering quality and value for money while ensuring our buildings are well maintained, compliant, clean, and safe. The split between finance and compliance is 70% finance and 30% compliance. This role is a key part of our Senior Management Team (SMT) and provides strategic financial guidance to the SMT in support our strategic objectives.</p> <p>You will have a detailed knowledge of accounting principles (ideally from within the charity sector), strong analytical skills, be able to demonstrate both operational and strategic thinking and have a proficiency in accounting alongside a relevant finance qualification; (ACA, ACCA, ACMA).</p>
<p>Our mission:</p> <p>Ending homelessness for people in Swindon by providing a safe place to live, personalised support and a pathway to independence.</p>
<p>Our purpose and values:</p> <p>We end homelessness in Swindon by providing:</p> <ul style="list-style-type: none"> • A safe place to live • A personalised support plan to work towards a positive future • A pathway to independence <p>Our values guide interactions and decision-making throughout Threshold</p> <ul style="list-style-type: none"> • Collaboration - working together to achieve the best outcomes • Integrity - acting with honesty, transparency and accountability • Compassion - listening to people's needs and acting with empathy • Quality - striving for excellence in all we do
<p>Key duties:</p> <p>Financial management and reporting</p> <ul style="list-style-type: none"> • Prepare timely, accurate and comprehensive financial reports, including monthly management accounts, cash flow forecasts and balance sheets

- Lead the preparation and monitoring of the annual budget in consultation with the SMT, ensuring it supports the delivery of our plans and objectives
- Produce annual business plans which strengthen our infrastructure, achieve impact and deliver value for money
- Provide detailed financial analysis to SMT, Board and the finance committee, highlighting variances and trends that could impact our financial resilience

Finance control and compliance

- Oversee our accounting systems and processes, ensuring they are efficient, accurate, and compliant with charity law, accounting standards, and internal policies
- Maintain strong internal financial controls to protect our assets, minimise risk, and ensure proper governance
- Manage cash flow to ensure financial stability and the ability to meet operational funding needs
- Responsible for monthly reconciliations e.g. balance sheet, payroll, company credit cards and petty cash
- Coordinate the annual audit process, liaising with external auditors and ensuring all filings are submitted on time

Payroll

- Collate accurate and timely information for our external payroll administrator and be their main point of contact

Grant and fund management

- Ensure that all grants are managed and reported on in accordance with donor requirements, including preparation of financial reports
- Oversee the accounting and tracking of restricted funds, ensuring funds are used in compliance with donor specifications
- Prepare reporting on funding sources for the SMT and Board

Financial strategy and planning

- Work closely with the SMT to develop and implement our strategy, supporting long-term sustainability and growth
- Develop a three-year financial model to achieve value for money, support business continuity and fully understand the financial performance of every service
- Provide regular financial forecasts and risk assessments to inform decision-making

Compliance and Property Management

- Develop an asset management and investment strategy providing a long-term strategic focus for property and facilities management
- Capital project planning and management
- Ensure all landlord and tenant responsibilities are fulfilled
- Deliver the 5-year programme of planned and preventative maintenance and improvement
- Contract management, insurance and budgetary responsibilities as relevant
- Emergency management planning and business continuity planning
- Develop and review policies & procedures relevant to area of responsibility

Team leadership and development

- Supervise and develop the team, ensuring high levels of performance, motivation, and professional development
- Provide financial training and guidance to non-finance staff to ensure they understand and comply with financial policies and procedures

Person specification:

Qualifications

- Professional accounting qualification such as ACA, ACCA or CIMA

Knowledge and Experience

- Experience in a financial management role, preferably in the charity sector
- A proven track record in financial planning, budgeting, analysis and reporting
- Experience of coordinating statutory audits and working with external auditors
- Experience of using Xero or a similar accounts software
- Able to demonstrate excellent attention to detail with a high level of accuracy

Skills and Capabilities

- Strong leadership and team management skills
- Excellent analytical and problem-solving abilities
- Excellent communication skills and able to adapt style to a range of audiences
- Advanced IT skills
- Excellent organisational and project management skills
- High levels of professionalism and integrity, with a strong commitment to our mission and values

Desirable

- Experience gained in a similar environment such as housing