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| Title of Post: | Finance Manager |
| Place of Work: | Beannachar Camphill Community  South Deeside Road, Banchory-Devenick, Aberdeen AB12 5YL |
| Responsible to | Executive Director |
| Responsible for: | Finance administrator |
| Hours of Work: | Permanent part time  24 hours flexible over a minimum of 3 days |
| Annual Leave | 32 days inclusive pro rata |
| Pay: | £30,000-£32,000 pro rata per year depending on qualifications and experience |
| How to Apply | Please send your CV and tailored cover letter outlining your suitability and referring to information about Beannachar Camphill Community that can be found on our website.  To arrange a call for an informal chat about this role, please email: [Jeannie.carlson@beannachar.org](mailto:Jeannie.carlson@beannachar.org) |

**Background:** Beannachar Camphill Community offers a therapeutic and supportive environment for 36 young adults with special needs. Staff, co-workers and volunteers work together to create a fully inclusive, nurturing and safe environment for our residential and day students. The community is situated two miles from Aberdeen City Centre on a beautiful estate.

**Purpose of role:** This is a senior role, and the post holder will be a member of the extended management team, working closely with the executive director and the senior leadership team of the Residential Services Manager and the Day Service Manager to ensure the sound financial management of Beannachar Camphill Community.

**Key Responsibilities**:

* *Ensure a*ccurate recording of all financial details and transactions using SAGE accounting software.
* Prepare report and budgets as required by the Board and SLT.
* Prepare End of Year Accounts and Reports for Auditors.
* Handle all liaison with our Bank.
* Prepare payroll, Inland Revenue requirements and Employee Pension contributions.
* Ensure payment of all Accounts Due.
* Ensure Billing and Receipt of Fees
* Assist with Fee Negotiations.
* Liaising with Benefits Agencies, e.g., DWP and DLA.
* Provide financial reports and analysis to the Senior Leadership Team
* Provide P&L, Cash flow and Management accounts to the Board of Trustees

**Finance Systems Improvements, Development and Analysis:**

1. Review costs and establish a cost base per unit/ service users.
2. Provide us critical analysis of finances
3. Assist in the preparation of the annual budget
4. Assist in the development of strategic plans by providing financial analysis.

**Indicative Task Summary:**

* Ensure all invoices are paid within agreed terms.
* Ensure all direct debits and standing orders are collected correctly.
* Ensure Residential and Day Service fees are received in a timely manner
* Ensure correct Students’ Benefits funds are received.
* Reconcile bank statements each month.
* Oversee Employee Stakeholder Scheme payments
* Open bank accounts on behalf of students, operate accounts as required, withdraw cash and reconcile accounts as necessary.
* Produce area budget reports and monitor expenditure against budgets.
* Advise and support Beannachar staff members with petty cash accounts, budgetary queries, ordering or other financial related matters.
* Perform any other tasks or duties which may be required from time to time to fulfil the role of Financial Manager to further the objectives of Beannachar Camphill Community.

**Qualifications and skills**

* ACCA or CA are desirable qualifications.
* Minimum of 3 years’ experience in preparation of management accounts is essential
* Excellent Excel and Sage skills are essential
* Experience in the social care sector and benefits finance is desirable
* Extensive experience of working in a senior finance role is desirable

**Attributes**

* Work constructively and collaboratively with colleagues in the office and help to maintain a friendly, warm and welcoming and working environment in the office and around Beannachar.
* Strategic and analytical
* Attention to detail