

Cornwall Community Foundation



Finance Manager

Post:	Finance Manager
Salary:	Competitive
Length of contract:	Permanent
Hours:	22.5 hours per week (0.6 FTE), permanent post, flexible working will be considered
Located at:	CCF office in Lawhitton
Reports to:	Chief Executive
Responsible for:	Managing the CCF's finances

Job Purpose

This is an exciting opportunity to play an important role in the successful financial management of the CCF. Reporting to the Chief Executive you will be responsible for the overall day to day management of the CCF's finances and associated processes.

Background

At the Cornwall Community Foundation, we believe that grass-roots community groups have the power to change lives for the better. We support inspiring volunteer-led projects across Cornwall and the Isles of Scilly that help people improve their lives. We are a grant-awarding charity and we manage over 60 'named funds'. We awarded £734,000 in grants in 2019 and have invested over £9m in the community since 2003. Donors trust our expertise to direct funds to areas and issues of greatest need, reaching vital projects that might otherwise not survive. During the Covid-19 crisis the CCF has distributed more than £800,000 to frontline organisations in Cornwall and the Isles of Scilly.

In this role, you will provide strategic leadership on the development and improvement of appropriate financial accounting and finance processes to enable the organisation to operate effectively and in full compliance with relevant statutory requirements. This is also very much a "hands-on" role so you will be actively working to ensure our funds and resources are properly allocated and accounted for in order to maximise the level of support we can provide to those that need it.

You will work closely with the Grants Manager, the Chief Executive, the Treasurer and other members of the Finance & Investment Committees to make sure everything we do is in line with our values and that we are a fully compliant and transparent operation.

Main Tasks and Responsibilities

Finance

- a) Responsible for developing, implementing and managing financial systems (manual and computerised) to provide accurate financial records and control systems for the CCF.
- b) Responsible for all banking procedures, including liaison with banks and cheque signatories.

- c) Account for all financial transactions and prepare monthly accounts and bank reconciliations using SAGE.
- d) Prepare quarterly management accounts and fund statements.
- e) Work with the Chief Executive to prepare budgets and monitor finances against agreed budgets.
- f) Maintain and monitor all CCF related bank accounts.
- g) Management of company Payroll & Pension
- h) Provide any other financial reports as required for the Chief Executive, the Finance Committee and Board of Trustees, Funders, Donors or other CCF Committees.

Grants

- a) Oversee the processes to ensure that there is accurate and efficient recording of grant income, budgeting and payments.
- b) Provide reports and analysis as and when required for individual funds.
- c) Update Salesforce (the CCF's CRM system) to ensure funds available for grant making are up to date and accurate.

Investments

- a) Responsible for the accurate recording of all investment income and payments to enable reporting and control of investments.
- b) Liaise with the CCF's Investment Fund Managers (currently CCLA and M&G Investments), monitor income and analyse quarterly reports.
- c) Provide reports and analysis as and when required for donor funds.
- d) Provide reports and analysis as and when required for the Chief Executive, the Investment Committee and Board of Trustees.

End of Year Accounts

- a) Liaising with external Auditors to produce annual accounts - providing auditors with a reconciled management accounts file at the year end and an annual funds movement summary.
- b) Timely management of statutory returns including Charity Commission Annual Returns and HMRC Gift Aid claims.

Governance

- a) Responsible for ensuring the Finance Committee is effectively supported to deliver its terms of reference and remit, including: the production of timely reports, following up on actions and ensuring compliance with charity commission and others reporting requirements.

Other

- a) Identify efficiencies within the office's day to day financial processes
- b) Co-ordinate the quarterly Finance Committee meetings to include drafting of the agenda and minute taking.
- c) Attend training courses and events as required and to remain up to date with specialist technical requirements – e.g. changes to SORP.
- d) Undertake other tasks and projects as required in line with the scale and general nature of the post.
- e) Play an active role in the UKCF network and attend national and regional finance meetings.

- f) Bring to the early attention of the Chief Executive any matters of concern and risk in relation to the finances of the CCF.
- g) Attend team meetings, CCF events and support general office duties as required.

Person specification

Essential:

- Educated to degree level with a recognised accountancy qualification
- Experience in SAGE or equivalent
- A proven track record in financial management in a >£500,000 turnover organisation
- Knowledge of the charitable sector SORP requirements including tax issues
- Ability to think strategically in financial matters and identify areas of efficiency
- Strong communication and presentation skills
- Computer literate
- Strong commitment to the values of the Community Foundation, including equality and diversity
- Enthusiasm, flexibility and the ability to cope well under pressure
- A good team player who is able to support colleagues
- Access to a car with a clean driving licence

Desirable:

- Knowledge of the voluntary and community sector in Cornwall
- Willingness to undertake occasional evening/weekend duties and travel outside of the region

To apply

Please send your CV and covering letter to tamas.haydu@cornwallfoundation.com to Tamas Haydu CEO

Deadline

5th October 2020