



Bristol Animal Rescue Centre Finance Manager

JOB TITLE	Finance Manager
HOURS OF WORK	21 hours/week - can be worked flexibly, permanent
LOCATION	Bristol Animal Rescue Centre, 48-50 Albert Road, St Philips, Bristol BS2 0XA / Hybrid (home-working available subject to business requirements)
PURPOSE OF JOB	The Finance Manager is a key member of the Senior Management Team with a central role in the development and delivery of all financial operations. Working closely with the CEO and Trustees the Finance Manager provides strategic oversight of the organisation's finances. This includes, but is not limited to: ensuring delivery of all internal financial systems, processes and reporting; providing clear financial analysis and forecasting; and supporting fulfilment of financial requirements across all Bristol A.R.C teams
KEY RELATIONSHIPS	CEO, Treasurer and Chain of Trustees Professional advisors and services providers including Auditors and Investment Manager Senior Management Team
RESPONSIBILITIES AND DUTIES	<p>Objectives of the role and therefore required experience and prior exposure</p> <ul style="list-style-type: none"> ● That the Trustees and CEO are supported effectively in financial planning and decision making through preparation of management accounts, reports and other relevant, timely information. ● That the CEO is given full financial support in preparing business plans, identifying and evaluating financial risks and opportunities, and cost savings. ● That the CEO and Senior Managers are supported in the development of robust forecasts and monitoring of planned expenditure; the financial skills and confidence of budget holders are developed appropriately. ● That the CEO and Fundraising Manager are supported in the development, analysis and promotion of fundraising activities and business plans. ● That effective financial policies and procedures are in place and adhered to across the organisation ensuring full compliance. ● That day to day financial operations are carried out accurately and in a timely way, including payroll, invoice payments, income reports and accounts reconciliation; any financial issues are raised with the CEO and Senior Managers in a timely way. ● That financial operations are accessible, supported and understood across the charity. <p>Key Responsibilities</p> <ul style="list-style-type: none"> ● Progress the development, review and delivery of all financial and budgetary systems and procedures across all areas of the charity. <p>Support the business management of income generation working with the Fundraising & Communications Manager to:</p>



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	<ul style="list-style-type: none"> o Improve the recording and analysis of all income streams in order to provide financial statistics to enable improvement on RoI as well as information for Cases for Support, grant applications and other fundraising communications o Work closely with the Fundraising & Communications Manager to ensure robust financial management of any retail operations (shop(s) and online). ● Prepare and present financial analysis and commentaries to all meetings of the Finance Committee and Board of Trustees working closely with the CEO and Treasurer: <ul style="list-style-type: none"> o Plan and implement the annual financial reporting cycle o Build positive relationships with Treasurer and Chair o Support the development of Trustees' financial learning. ● With the CEO, manage the delivery of the Trustees investment policy with the Investment Manager including providing analysis of the impact of gains and losses on management accounts to Trustees. ● Manage the preparation and coordination of the annual audit and accounts with the Auditors including production of trial balance; liaise with other professional advisors as required. ● Ensure compliance with accounting, taxation and Charity Commission requirements including collation and submission of information required for Gift Aid, P11Ds and PCI DSS ● Line manage the Finance Officer including provision of regular one-to-one meetings, reviews and annual appraisals. ● Take up role as full member of the SMT to support the CEO in delivering the agreed strategy, financial plans, risk management and compliance requirements for the charity
<p>PERSON SPECIFICATION: Qualifications, Skills, Experience and personal attributes:</p>	<p>Expertise and Experience</p> <ul style="list-style-type: none"> ● Fully qualified accountant (desirable) with practical experience in similar role or CIMA/ACCA/ACA part-qualified with substantial experience in similar role. ● Experience working at a strategic level and as 'business partner' to budget holders ● Experience of working as a Management Accountant developing systems and processes to provide solutions. ● Understanding of the voluntary sector and SORP regime. ● Statutory accounts production including consolidation experience ● Proven experience of producing and presenting budgets, forecasts and monthly management accounts, including variance analysis and other financial reports. ● Line management experience <p>Skills/Abilities</p> <ul style="list-style-type: none"> ● Outstanding people skills, able to use emotional intelligence to engage positively with and motivate a range of personalities individually and in groups ● Strong team player with a can-do approach, assisting management colleagues to resolve constraints and challenges ● Excellent written and verbal communication skills – able to make financial information accessible and understandable for non-financial audiences ● Dynamic, energetic and enthusiastic approach to work ● Strong analytical skills, able to determine creative solutions to challenges ● Ability to encourage budget holders to grow financial skills and confidence ● Highly organised, able to meet deadlines and bring others to do the same



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	<ul style="list-style-type: none"> ● Evidence of sustained professional development and willingness to grow skills ● Understanding of and support for RSPCA values and animal welfare policies <p>Competencies The following key competencies have been identified for this post:</p> <p>Impact and Influence To be effective the post holder needs the ability to drive the next stage of development of our financial planning across all operations. This will mean close working with Senior Management colleagues and therefore requires excellent personal communication skills as well as the ability to sustain momentum across a range of initiatives.</p> <p>Strategic Orientation The need to link Strategy objectives and longer term financial planning to daily work will be essential for this post. Plans for a significant capital project to provide new premises are being progressed and the post-holder needs to consider how development of present financial policies and systems, together with our future funding needs might affect processes and working practices.</p>
KEY INFORMATION	<p>Salary: c£50,000 full time equivalent (pro rata) depending on experience Hours: 21 hours a week, working pattern to be agreed (team hours are 9am-5pm Monday-Friday) Additional time / flexibility in hours required on occasion (eg trustees meetings 6/pa usually in evening) Role type: Permanent Pension: 10% employers contribution to pension scheme Annual leave: 20 days pro rata rising to a maximum of 27 with length of service. You are also entitled to 8 public holidays a year.</p> <p>Non-salary benefits:</p> <ul style="list-style-type: none"> ● Free Employee Assistance Service ● Free eye tests ● Funding for CPD and training relevant to the role
<p>As the nature of this position involves handling public money, bank accounts as well as daily access to sensitive financial information the successful candidate will be required to provide a Basic Disclosure Scotland check the fee for which will be reimbursed. Having a criminal record will not necessarily bar any individual from working with Bristol A.R.C. This will depend on the nature of the position and the circumstances and background of the offences.</p>	