**Move On**

**Job Description:**

**Finance & Administration Manager**

**Main Purpose of Role:**

The Finance & Administration Manager, with direct reporting to Move On’s Executive Director, will be responsible for ensuring the efficient and effective running of Move On's financial, administrative and support systems, enabling the organisation to deliver greatest possible impact for service users and volunteers.

**Main Duties & Tasks**

FINANCIAL

* To have lead responsibility for day to day administration of Move On’s financial systems, including: maintaining of Move On's "Quick Books" on-line accounting system, preparation of monthly management accounts, petty cash systems, invoice management, invoice payment, progressing overdue invoices, cash flow monitoring, reconciliations and VAT returns
* Working with the Executive Director and Treasurer to prepare quarterly financial forecasts, preparation of the annual draft expenditure budget, preparation of the annual draft income budget (with the Executive Director) preparing information for the annual external audit and acting as lead contact with auditors

HR

* To have lead responsibility for all staffing and HR systems, including: payroll and pensions, flexi system, personnel records, monitoring, recording and reporting on staff sickness and annual leave, staff recruitment, staff induction and preparing and issuing contracts for staff members

OFFICE ADMINISTRATION

* To have lead responsibility for Move On office premises, including: ensuring adequate and appropriate reception cover, ensuring utilities are reliable and competitive, premises are maintained in good condition and liaising with landlords, lawyers, cleaners etc.
* To ensure that all necessary insurances are in place and updated alongside the development of new services and changes to existing services
* To ensure that Move On's IT systems are fit for purpose and that problems are swiftly addressed

OTHER

* To operate as a member of Move On's management team, supporting peers and contributing towards Move On's overall success
* Respond to the information needs of the Executive Director and the Move On board, both routine and at short notice
* To be Move On's Company Secretary and carry out all related duties, including keeping Companies House information up to date, ensuring that all board members receive board papers, regular communications and information re: training opportunities

STAFF MANAGEMENT

* To support and supervise and motivate finance/admin staff (currently 4 part time staff)
* To carry out annual appraisals for team members
* To ensure team members have the necessary training to carry out their duties
* Working with/liaising/instructing external suppliers, e.g. payroll

CREATIVITY

* Increasing the impact of Move On services, through improving internal systems
* Identifying and implementing savings
* Reducing petty cash spend

SPECIFIC CONDITIONS

There will be some evening and weekend work, for which time off in lieu is offered.

**Move On**

**Finance & Administration Manager**

**Person Specification**

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| --- | --- | --- |
|  | ***Essential*** | ***Desirable*** |
| ***SKILLS***  ***AND***  ***QUAL-ITIES*** | * Commitment to Move On’s values and ethos of helping people to help themselves * Excellent one to one communication skills * Able to work under own initiative and within a team * Excellent organisational skills * Good leadership and management skills * High level of motivation and enthusiasm * Ability to develop and administer complex systems * Relationship building with suppliers, and other key stakeholders | * Understanding of GDPR compliance |
| ***EXPER-IENCE*** | * Experience of motivating and leading a team * Experience of managing and improving business support services * Experience of organisational financial responsibility * Experience of leading on annual audit * Experience of creating monthly management accounts * Experience of operating effective personnel systems * Experience of managing premises * Excellent IT skills * Experience of VAT compliance | * Experience of "Quick Books" and "Flexiplanner" * Experience of working with vulnerable or disadvantaged people |
| ***QUALIFICATIONS*** | * Five years of relevant experience | * Qualified or qualified by experience CCAB/CIMA * Educated to degree level or equivalent |