

Interim Finance Controller/ Manager

June 2021

Job Title:	Interim Finance Controller/Manager
Responsible to:	Chief Operating Officer
Hours of work:	18 -25 hours per week [<u>candidates to clearly advise on application their preferred hours and working pattern – The Community Foundation seeks to be a supportive employer and will seek to be flexible about working patterns]</u>]
Contract type:	One year fixed term
Job Location:	Meadowfield, Durham [<i>the organisation is currently working in a hybrid mode with staff spending some time of each week in the office, it is required that this role will spend some of the working time in the office – subject to CV19 guidelines and restrictions]</i>]
Annual Leave:	28 days + Bank holidays (pro rata based on 35hour week)
Salary:	£38,500 - £45,000 (for exceptional candidates); (pro-rata)

Introduction

County Durham Community Foundation (the Foundation) is a professional grant-making organisation that makes a genuine difference to the lives of local people. Although the majority of funds are distributed within County Durham and Darlington, an increasing number are distributed further afield throughout North East and the rest of the UK.

The Foundation now administers over 200 funds on behalf of businesses, individuals, trusts and public bodies. It has a current endowment balance of £18 million and typically distributes annually around £4 million of small charitable grants to local community groups and to individuals.

Role Summary

To oversee the financial day to day management of the organisation, having a genuine capacity and interest in developing the organisation further. Responsibilities will include producing the annual accounts in line with SORP guidelines, ensuring that all financial returns are completed fully and properly, and that all matters in relation to finance and financial controls are managed and dealt with appropriately. The organisation currently has a staff team of 10, it is expected that staff engage in all aspects of the organisation's delivery and work together to deliver organisational priorities.

Main contact relationships:

Internal

- Chief Operating Officer
- Chief Executive
- Finance and IT officer & IT Apprentice

- Other team members
- Board of Trustees
- Volunteers

External

- Banking Providers
- Investment Managers
- Auditors
- Professional advisors
- Fundholders

Role Description

Financial Control

- Production of annual accounts (year end 31st March)
- Annually arrange and manager the audit process for the above
- Ensure any required returns for individual grant programmes are prepared and meet audit requirements, including European funding programmes
- Ensure all accounts and annual returns are submitted to Companies House and the Charity Commission by the required date
- General maintenance of the Sage accounting system, including regular reconciliations with grant making system and other data sets.
- Ensure organisation compliance with Gift Aid Regulations
- Ensure organisations compliance with ENTRUST (Land Fill funding) regulations

Operational Financial oversight

- Ensure monthly payroll is executed and all stakeholders (eg pension provider, health care providers etc are informed of staff changes)
- Manage cash deposits in line with organisation's cash management policy (including use of Flagstone cash deposit portal) maximising interest receipts whilst ensuring sufficient liquid funds to cover expenditure
- Ensure all bank accounts are fully reconciled with Sage
- Responsible for fortnightly grant payment processes and supplier payments ensuring all controls being adhered to
- Ensure endowment funds are fully reconciled to individual donor fund records
- Comply with requirement of specific endowment funds eg Community First
- Produce monthly management accounts in a timely manner
- Produce annual budget and three year forecast for Board approval

Governance

- Prepare papers for Trustee Board and sub committees - Resources and Policies (R&PC) and Audit, attending R&PC and Audit. Attending Board meetings as requested by the Chair
- Support Chief Operating Officer in maintaining an up-to-date risk register and delivering on identified actions
- Play an active role in the operational management group (OMG) of the organisation, ensuring organisation delivers against strategic goals whilst meeting financial budgets and forecasts

Business development

- Identify ways to streamline financial operational processes in particular the links between SAGE and Digits (grant making system)
- Implement digital solutions to support remote working in areas such as invoice authorisation

Line Management

- Line manage Finance and IT Officer and Finance Apprentice including:
 - Carrying out regular 1-2-1s
 - Performing their appraisal process
 - Identifying development and training opportunities for them

Other

- Take personal responsibility, in discussion with line manager, for identifying training and development opportunities to improve personal performance in the fulfilment of the duties of the post
- Carry out the duties and responsibilities of the post at all times in compliance with the Foundation's policies, in particular Equal Opportunities, Health & Safety and Conflicts of Interest
- Undertake any other task as reasonable, requested by the organisation
- Attend internal and external training meetings as directed
- Take part in regular supervision and appraisal with the Chief Operating Officer

This role description is not exhaustive; it merely outlines the main duties and is subject to change in consultation with the role holder.

PERSON SPECIFICATION

Education and Qualifications

Qualified Accountant

Experience – essential

- At least five-years' experience of working within a similar role with comparable responsibilities
- At least five years' experience of Sage Line 50/200 accounts package or equivalent
- Ability to produce accounts and financial statements in line with the latest SORP and company guidance
- Experience of managing staff
- Willingness to offer flexible approach to work areas
- Experience of running payroll
- Highly computer literate with good working in MS products including TEAMS

Experience - desirable

- A minimum of three year experience working within a charitable organisation as an accountant
- Experience of the voluntary and community sector
- Knowledge of operational IT finance system provision and security and integrity
- Knowledge of auditing standards to meet European funding requirements

- An understanding of grant, fund, or programme administration

Essential Skills and Abilities

- Able to relate confidently to people at a senior level and work sensitively with people from all sections of the community
- Good written and oral communication skills
- Capable of managing own workload, be highly organised and meet deadlines under pressure
- Ability to work to team and organisation priorities
- Capacity to work in non judgemental way
- Excellent customer (grantees) and donor care

Desirable Skills and abilities

- Ability to be a creative and lateral thinker
- Knowledge of digital developments to streamline financial processes

The job involves some travel to meetings in County Durham and Darlington, and occasionally across the North East. It is essential that the role-holder is able to do accommodate this.

County Durham Community Foundation operates a no-smoking policy and all employees are required to adhere to their responsibilities towards both health and safety and the law. County Durham Community Foundation is an equal opportunities employer.

The role attracts the following additional benefits.

- Flexible working: Within the organisation's guidelines and with agreement with their line manager staff can accrue "time off in lieu" [TOIL] and then schedule to take this TOIL at a future date within the following month.
- The organisation is currently working in a hybrid mode with staff spending some time of each week in the office, it is required that this role will spend some of the working time in the office – subject to CV19 guidelines and restrictions
- Pension: The organisation operates a stakeholder pension scheme with up to 5% matched contribution from employer
- Pleasant modern office environment with free car parking, tea and coffee provided.
- Cycle to work scheme
- Medicash healthcare, critical illness cover and death in service