

## SANE Job Description and Person Specification

<b>Job title:</b>	Finance Manager
<b>Type of post:</b>	Initial one year contract subject to six months' probationary period
<b>Salary:</b>	£28,000 -30,400 pro rata (FTE £35,000- £38,000) dependent upon experience)
<b>Hours:</b>	4 days per week (can be across 5 days)
<b>Holiday:</b>	18.5 days holiday per annum (23 FTE) plus Bank Holidays
<b>Location:</b>	SANE, St. Mark's Studios, 14 Chillingworth Road, Islington, London, N7 8QJ (North London). On passing probation there is the opportunity to work one day a week from home.
<b>Reporting to:</b>	Chief Operating Officer (COO)
<b>Working closely with:</b>	Chief Executive Officer (CEO), Senior Management Team, Board of Trustees

**Closing Date:** **Wednesday 22<sup>nd</sup> May 2024**

### Job Advert

This is a great opportunity for a dynamic individual who has financial experience and knowledge of working with smaller charities /and or companies to make a positive impact during a period of growth. The ideal candidate will be a part- or fully qualified accountant or qualified by experience, highly organised, have strong people skills, is a team player with an ability to look at the macro and micro pictures simultaneously. SANE is a great place to work alongside passionate staff and volunteers who are keen to make a difference to those affected by mental health.

An interest in mental health is desirable but not necessary.

### Background

Mental illness is one of the most significant health challenges facing UK society.

SANE is a leading UK mental health charity set up in 1986 to improve the quality of life for anyone affected by mental health. Its three main aims are to: raise awareness and combat stigma about mental illness, improve mental health services; promote and host research into the causes and more effective treatments for mental illness at its flagship Prince of Wales International Centre for SANE Research in Oxford; our team of 70 trained volunteers provide guidance and emotional support for people with mental health problems, their families and carers through its helpline, SANEline, Textcare and other services.

There are currently 25 staff (full time and part time).

This is a new role.

SANE's annual income and expenditure is circa £1.5m.

For more information, please visit [www.sane.org.uk](http://www.sane.org.uk)

**To apply**

Please complete the application form outlining your relevant experience and why you are well qualified to do this job and return to [recruitment@sane.org.uk](mailto:recruitment@sane.org.uk) quoting 'Finance Manager' in the subject line.

Closing Date: **Wednesday 22<sup>nd</sup> May 2024**

# Job Description

## Overall job purpose:

Manage all finance systems and processes including payroll, pensions, and insurance.

Work with and provide support to the Board of Trustees, CEO and the Senior Management Team as well as support the needs of the office across the organisation.

## Duties:

- Financial Records Maintenance:
  - Responsible for the update of the chart of accounts and reporting tools to maximise reporting functionality.
  - Ensure accurate maintenance of financial records on SAGE for the charity.
- Support the Senior Management Team and wider managers in the production of budgets.
- Provide timely financial information to managers for effective budget management.
- Ensure monthly management accounts accurately track restricted and unrestricted income, expenditure, and reserves.
- Monthly Reporting and Budgeting:
  - Produce monthly management accounts and reconciliations - (including the Balance Sheet and Cash Statement).
  - Prepare quarterly forecasts and annual budgets (including cash flow).
  - Assist in the formulation and implementation of financial policies, procedures and controls.
- Financial administration, banking and payments:
  - Manage payroll administration, pension postings, and HMRC payments.
  - Process monthly payment runs.
  - Monitor and review aged debtors and creditors with the relevant colleagues.
  - Work with the fundraising team to oversee Gift Aid claims.
  - Manage VAT input and reporting if required.
  - Maintain and manage schedules for depreciation, prepayments, accruals & deferred income – posting monthly and quarterly journals as required.
  - Administer the Fixed Assets register.
- Year-End Reporting:
  - Responsible for year-end reporting and processes.
  - Manage the internal examination/audit process.
  - Ensure timely preparation and submission of statutory accounts to the Independent Auditor, Companies House, and Charity Commission.
- Governance and strategic finance:
  - Produce quarterly reports for the Board and other financial statements in liaison with the Chair, Treasurer and CEO.

- Support the team to create accurate budgets for new funding applications.
- Support the team to accurately cost our services and products for sale ensuring we build in appropriate margins to support growth.
- Work with the Board and Senior Management Team to build financial resilience, diverse income streams and savvy approaches to grow our income and impact.
  
- Other Responsibilities:
  - Support colleagues with their understanding of finance.
  - Act as the main point of contact with external accountants or consultants.
  
- Perform any other duties as reasonably required within this role to support the charity.

# Person Specification

## Criteria Essential

- Qualification AAT or Accountancy body qualified preferred with at least 5 years' experience.
- Experience of:
  - maintaining accounting ledgers
  - charity accounting & SORP principles
  - a Finance Manager role
  - using SAGE and Microsoft packages with excellent IT skills, particularly Word and Excel
  - working in a small team
  - accounts to management accounting levels
  - reconciliations and report production
  -
- Knowledge
  - Knowledge of a range accounting software – preferably SAGE

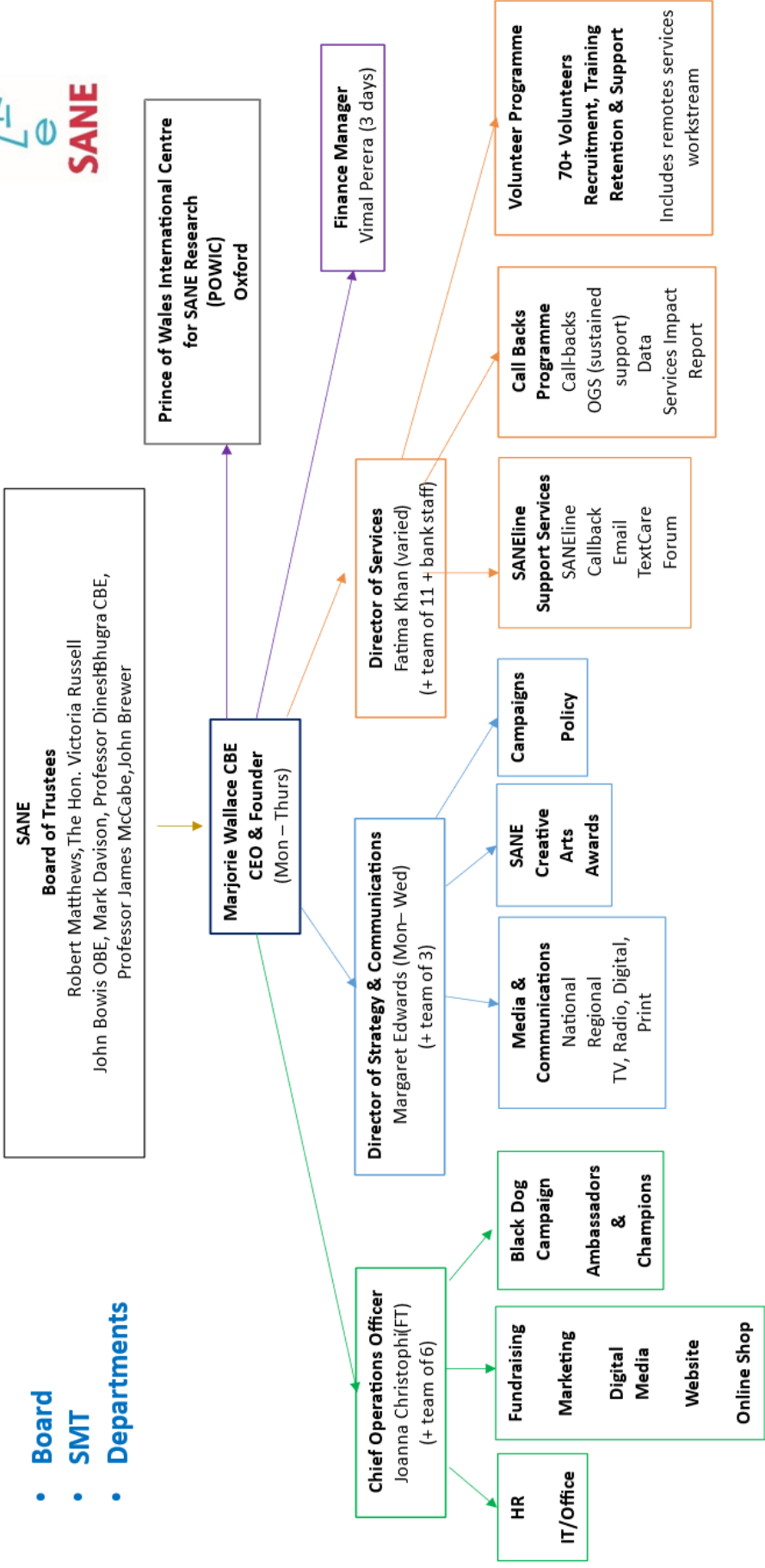
## Skills, knowledge and attitude

1. Excellent mathematical skills
2. Superb attention to detail
3. Critical thinking skills
4. Skilled in SAGE, Excel, Word, Outlook, Microsoft Teams and Zoom
5. Ability to work effectively as part of a team and independently
6. Excellent communication skills both verbal and in writing
7. Strong familiarity with business principles and practices
8. An understanding and ability to work within the requirements of General Data Protection Regulation
9. Good time-management skills, including working to deadlines, priority setting, multi-tasking and problem solving.
10. Ability to work flexibly
11. A self-starter with excellent planning abilities to meet goals and deadlines
12. To undertake any other duties commensurate with this role

## Additional Information:

The Senior Management Team includes CEO, COO, Director of Strategy and Communications, Director of Services.

Included a copy of organisational & staff charts.



- **Board**
- **SMT**
- **Departments**

February 2024