**JOB DESCRIPTION**

**JOB TITLE: Finance Manager**

**RESPONSIBLE TO: Business & Payroll Manager**

**RESPONSIBLE FOR: Finance Officer**

**OFFICE BASE: Landmark House, 11 Broadway, Bradford BD1 1JD**

**HOURS OF WORK: 35 hours per week**

**PAYSCALE: NJC Payscale TBC**

**HOLIDAY ENTITLEMENT: 29 days per year plus Statutory Bank Holidays**

 **+ 5 days on completion of 5 Years service**

**Introduction**

Bradford CPA Ltd is the trading company of Community Action Bradford & District.

Community Action Bradford & District is an independent charity which supports Voluntary and Community groups in Bradford.

**Prime Objectives /Job Role**

* Lead, promote and deliver financial management accounts across the organisation
* Deputise for Payroll & Business Manager
* Manage Finance officer
* Manage and reconcile all Client accounts
* Work with a team Finance and Payroll Officers and may be required to supplement their work when required

**Support and Supervision**The Finance Manager is accountable to the Payroll & Business Manager from whom he/she will receive support and supervision.

**Main Duties and Responsibilities**

**Management Accounts**

* Develop, maintain and continuously improve all financial systems, procedures and internal controls.
* Maintain and produce excel spreadsheets for ongoing financial analysis and

to identify business trends.

* Fully understand and monitor company balance sheet
* Manage purchase and sales ledger.
* Ensure efficient credit control procedures to minimise aged debt.
* Weekly Client and Main bank reconciliations
* Prepare and report on quarterly management accounts for Directors
* Ensure timely payment of company expenditure and VAT
* Ensure VAT returns submitted are compliant with HMRC regulations
* Prepare Annual Budgets and quarterly analysis reports
* Review reserves annually in line with BCPA policy
* Review Financial processes annually
* Finalise accounts and liaise with Accountant to enable preparation of annual accounts

**Additional Management Duties**

* Support Payroll & Business Manager with new projects and initiatives to improve and introduce new services within the Finance function.
* Line manage Finance Officer
* Manage company utilities and maintenance contracts
* Ensure Quick Books Accounting system is updated and accurate
* Monitor and balance Petty Cash
* Ensure cheques are banked in a timely manner and posted to Quick Books
* Manage Book-Keeping service and liaise with Client

**Some Client Accounts duties will be undertaken with the assistance of the Finance Officer**

**Managed Client Payroll**

* Manage and maintain BCPA Main and Client accounts, liaising with the Payroll & Business Manager to make appropriate decisions as necessary.
* Ensure sufficient funds are held to cover Salaries, PAYE and BCPA fees.
* Liaise with managed client base as required
* Ensure salaries are paid by 20th monthly by BACS
* Month End process, HMRC submissions and publish reports to client through ‘Openspace’
* Ensure client HMRC is paid in a timely manner to avoid penalties.
* Charge Salary and HMRC liability to client account in Quickbooks monthly
* Ensure bank charges are re-imbursed to the client account.
* Raise quarterly invoices for service fees
* Prepare request for payments for Client Account organisations quarterly.

**Managed Direct Payment Clients (Bradford Council)**

**Invoice only Clients**

* Payment of all invoices for Direct Payments service users
* Manage and liaise with Agencies/BMDC and other Council departments for any complex issues with client funding and outstanding invoices.
* Ensure Direct Payment client records are maintained by Finance team to enable BDMC, Community Care Admin to audit when required (also required for Payroll)

**Payroll Clients**

* Process Monthly payments for salaries through PFS (Pre-paid card)
* Oversee Month End process for payrolls and ensure all relevant submissions are

sent to HMRC by the due date.

* Ensure HMRC is paid in a timely manner to avoid penalties.
* Raise quarterly invoices for service fees

The post holder will be expected to participate in any new initiatives to enable BCPA to develop and expand. Duties may change as the organisation develops.

**Legal and Statutory Responsibilities**

All staff must comply with GDPR (General Data Protection Regulations)

All staff must attend relevant training due to legislative changes when required.

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; as the job continues to develop, it may be subject to change.