

Finance and Operations Manager

Main purpose of the role:

- To lead on the successful set up and running of APF's new office; manage the handover of financial and administrative processes
- Ensure APF's finances are accurate, transparent and timely so budget holders and trustees can make good decisions in relation to the running of the charity
- Ensure the charity is compliant, our operations are efficient and our team feel well supported

Key stakeholders:

- Staff, trustees, and freelancers at APF
- Service providers and contractors; auditors, IT companies, Regus etc
- Statutory bodies; charity commission, HMRC, etc

Reporting to the CEO and responsible for the Administrator, liaising with/reporting to relevant trustee sub-committees

This includes the following responsibilities:

Finance

- Financial operations: maintain accounts, recording transactions on Quickbooks, including invoicing, expenses and payroll co-ordination. Support annual budget setting. Conduct regular bank reconciliations and oversee payments.
- Be responsible for receiving, recording and banking of all donations received by post, check monthly and reconcile with fundraising team all deposits direct to bank, including regular donors.
- Maintain contact with and check all receipts from online donation platforms on a monthly basis.
- Management accounts reporting: monthly and annual reporting for the organisation including profit and loss, cashflow projections and performance against budgets plus setting up new reports as required. Reporting to include analysis of restricted and unrestricted funds.
- Record gift aid as donations received and submit annual gift aid claim to HMRC
- Set up processes with the fundraising team to record financial information on APF's new CRM to aid the stewardship of donors
- Grant based budgeting and reporting: supporting budget leads and project leads to set up grant budgets, track performance against budgets and support grant requirements in relation to financial reporting. This will include setting up new and improved tools and reports to support this area.
- Finance policies: review existing policies, set up new ones where required and maintain policies and procedures for the organisation. Ensure understanding and adherence to financial regulations and legislation.
- Pensions: administration of employee pension scheme including reconciling monthly payments, setting up new users and leavers and complying with pension regulations.

- Risk control: regularly review financial controls and update as needed to minimise exposure to financial risks, checking adherence to finance policies related to income and expenditure. Compile and maintain risk register.
- External contractor coordination: manage relationships with third party suppliers such as professionals supporting the organisation with audited accounts, banking etc.
- Policy and process: Updating and implementing new policies and processes as relevant for the above activities – see *finance policies above*

Management

- Line management: responsible for the performance management of the administrator. This will include managing their learning and development and coordinating their workload.

HR

- Record-keeping: update and maintain HR records whilst maintaining confidentiality requirements.
- Recruitment: supporting and coordinating recruitment activity as needed.
- HR queries: being the main point of contact for HR related queries liaising with the CEO or external providers as required.
- Staff absence: tracking annual leave, sickness and other absence in line with existing policies and setting up new policies as needed.
- Staff handbook: maintain and regularly update the team handbook including regular review of compliance and relevance of existing policies.

Legal & Governance

- Contracts (staff, suppliers and clients): maintain relevant templates and support other team members in setting up contracts for new recruits, freelancers, suppliers and clients.
- Board: contribute to the preparation for quarterly board meetings including regular and ad hoc reporting requirements.
- Charity Commission: Track deadlines and support APF's compliance with relevant reporting requirements

Operations

- Ensure the smooth running of the office, overseeing the set up and maintenance of office systems
- Asset register: maintain asset register currently only made up of laptops and phones.
- Procurement: purchase and update IT equipment including laptops and phones as needed and according to projected equipment lifespan.
- Ensure equipment is maintained and fit for purpose
- With the CEO, implement and maintain relevant GDPR policies. Implement and regularly review data security policies to ensure cyber security, data protection and legal compliance.
- Work on projects as agreed with the CEO from time to time

Person Specification

In your application for the role, please provide details of your experience against the selection criteria set out in part one below.

Part one: knowledge and experience

- Accountancy qualification (full or part) and experience, together with recent relevant experience and/or qualification in Business Administration in a small business or charity setting
- Experience of company secretarial role or providing support to trustee boards in a finance or governance capacity
- Experience of setting up new finance or office systems and processes to improve effectiveness;
- Experienced in using financial information to aid decision making; able to present financial information to non-financial audiences and working with different teams who need financial data to help them in their roles
- Highly experienced in accounting software packages (we use Quickbooks) including strong Excel / Google Sheets skills.
- Experienced in providing clear direction, supervision and support to staff
- Experience of leading and implementing multifaceted projects to successful completion; able to prioritise and plan ahead
- A good understanding of policies and best practice relating to running a small office and hiring people and how to practically apply those skills.

Part two: skills and working style

- Effective interpersonal skills; can demonstrate emotional intelligence and empathy with others
- Strong planning skills including attention to detail, critical thinking, multi-tasking and problem solving.
- Able to exercise tact and discretion when dealing with sensitive personal information
- Able to develop successful long term relationships eg with suppliers
- Excellent presentation skills, able to speak to small audiences to inform and persuade
- Ability to multitask, work collaboratively and flexibly to achieve shared outcomes and a keenness to add value to the organisation's culture and ethos.

In your application please include if you have lived experience of pulmonary fibrosis.

Terms of Appointment

Contract:	Part time, permanent
Salary:	£40K to £45K pro rata, dependent on experience
Pension:	Automatic enrolment to workplace pension unless already an active member of a qualifying workplace pension
Holiday:	25 days per holiday year (1 st Jan to 31 st Dec) plus 8 bank holidays pro rata
Location:	Peterborough - with additional flexible home working
Hours:	30 hours per week. Normal hours are 9am to 5.30pm with flexibility to maintain a good work/life balance.
Other benefits:	The ability to flex hours and take 'time off in lieu' for extra hours worked. Reduced gym membership.

Probationary and notice of termination periods

You will be subject to an initial 6 months probationary period during which notice is 1 week on both sides and then extending to two months thereafter.

Diversity

Action for Pulmonary Fibrosis is an equal opportunities employer and welcomes applications from all candidates irrespective of race, age, gender, sex, gender identity, sexual orientation, religion or belief, or marital or civil partnership status.

Our office is step free with accessible toilets.