



Finance Manager

April 2019

About alcohol harm and Alcohol Change UK

Alcohol harm is widespread, serious ... and completely avoidable.

Too many of us can fall into the trap of believing that alcohol harm is something limited to a small proportion of so-called 'alcoholics'. While there are, indeed, hundreds of thousands of people with a severe alcohol dependency who matter greatly, alcohol harm also affects many millions of people: whether through a diagnosis of cancer, an early death from liver disease, a deepening of mental health problems, a childhood scarred by a parent's drinking, or the street violence or domestic violence that can cause permanent injury and ongoing trauma.

In fact, over 10 million people are drinking at levels that are risking their health or affecting others. Alcohol harm costs our NHS at least £3.5bn and our police, courts and prisons at least another £4bn. All of us are currently affected by alcohol harm.

But alcohol harm is entirely avoidable.

Alcohol Change UK exists to eliminate the harm from alcohol and to help people across the UK to develop a positive relationship with alcohol. We:

- campaign for better policies and regulation
- work to create healthier drinking cultures
- deliver cutting-edge behaviour change programmes to help people take control of their drinking before they require specialist treatment collaborate with our friends across the diversity of specialist alcohol treatment to drive up access and impact, and
- develop new knowledge to ensure that our work and the work of everyone who seeks to reduce alcohol harm is based on the best available evidence.

Our vision and mission:

Our vision: A world free from alcohol harm.

Our mission: To significantly reduce serious alcohol harm in the UK.

Our values:

Truthful: We seek and tell the truth.

Compassionate: We care deeply about everyone seriously harmed by alcohol, whoever they are.

Ambitious for change: We are optimistic and determined.

Finance Manager at Alcohol Change UK

This is an incredibly exciting time to be joining Alcohol Change UK. We have just agreed our ambitious new strategy, a five-year financial plan and a brand-new fundraising strategy. Now all that is needed is to make it happen!

We have created an ambitious five-year financial plan, which will set the organisation on the path to achieving long-term financial sustainability. We are planning to grow our income and maintain our expenditure at stable and realistic levels over the next five years. The finance function will play a key role in supporting our small but dynamic team of operational staff to deliver our financial objectives.

We have started a gradual process of changing the finance function with the aim of developing a team and systems that can be agile and that can efficiently service all the financial needs of the organisation. There is still much more to do and the person in this role will have the opportunity to make a positive and progressive change.

Some of the immediate plans for the finance team will include:

- decision on and implementation of the new financial system
- review and redesign financial processes and procedures, including automation wherever possible
- develop financial reporting and monitoring at different levels – board, sub-committee, departmental
- embed the finance function within the charitable programmes to work as partners towards common goals
- develop a structure for supporting and guiding budget holders in understanding and managing their budgets
- enable integration of the financial with other systems, such as the CRM database, which is currently being commissioned.

We are a small friendly team of three people: Director of Finance and Operations, Finance Manager (this role) and Finance Assistant. We are now extending the Finance Manager to a full-time role from a part-time position. The role has grown to support a wider range of charitable activities and will cover a broader range of responsibilities. The position is currently filled part-time by an interim member of staff.

The Finance Manager will be a hands-on person who will be running day-to-day finances of the charity ensuring an efficient, compliant and professional financial service. This is a varied and interesting role that will enable a motivated individual to leave a notable mark. You will also be encouraged to develop and grow in the role.

Finance Manager

Role description, April 2019

Reports to: Director of Finance and Operations
Direct reports: Finance Assistant
Location: King's Cross, London, WC1X 9NW
Status, hours: Permanent, full-time
Salary: c. £37k - £40k depending on suitability for the role.

All salaries are currently being externally benchmarked as part of a comprehensive review of the charity's pay and grading policy.

Role Summary

This position will play a central role in ensuring the effective running of the finance function and supporting managers across the charity to manage their budgets. On the one hand, this role covers all operational and day-to-day aspects of financial control and statutory reporting, ranging from transactional processing to year-end financial reporting, ensuring compliance with the charity's regulatory and fiscal requirements. On the other hand, the role will focus on financial management reporting and providing advice and assistance to departmental managers to deliver their financial targets and develop new business opportunities. The position involves working closely with the operational managers on financial planning and budgeting.

Key Tasks and Responsibilities

Financial Accounting and Statutory Compliance

1. Maintain accurate and up to date records of the charity's financial transactions in the financial system including recording and processing of all sales and purchase invoices and maintaining accurate records of all transactions.
2. Administer payments to suppliers using online banking.
3. Oversee the income and sales function and debtors control.
4. Reconcile receipts and payments in the financial system with the bank account statements.

5. Manage the payroll function ensuring compliance with the HMRC requirements.
6. Administer the charity's pension scheme and staff pension contributions in line with the auto-enrolment requirements.
7. Oversee the Gift Aid scheme and administer the VAT recovery, including VAT returns, following the HMRC guidelines.
8. Plan, monitor and manage the organisation's cash-flow.
9. Prepare the annual report and accounts in accordance with the SORP and FRS 102.
10. Liaise with the auditors regarding the end of year accounts.
11. Maintain comprehensive financial records sufficient to satisfy all relevant internal and external legal and fiscal requirements.
12. Ensure all mandatory returns and reports are submitted to the HMRC, Companies House and the Charity Commission in accordance with the charities' regulatory framework.

Financial Management and Reporting

13. Complete periodic closures of accounts, including recording of prepayments, accruals, deferred income and other relevant adjustments and reconciling balance sheet accounts.
14. Prepare regular management accounting reports for the budget managers, the senior team, and the trustees including budget variances, income and expenditure and cash-flow forecasts.
15. Provide active support to budget-holders in meeting their financial targets and ensuring financial goal congruence.
16. Deal and respond effectively to queries from the budget holders.
17. Assist budget holders and staff in preparation of budgets for fundraising applications and business development initiatives.
18. Provide financial reports to funders meeting their requirements.
19. Financially assess and advise on proposed contracts and major purchases.
20. Prepare any other relevant financial reports or analysis as necessary.

Planning and Budgeting

21. With the support of the Director of Finance and Operations, plan and deliver the annual budgeting process to an agreed timetable.
22. Prepare three-year rolling budgets to reflect annual and medium-term business plans.
23. Assist budget holders to develop adequate resource budget allocations and appropriately phased budgets.

Investments

24. Monitor the charity's investment portfolio performance.
25. Reconcile the investment accounts with the investment performance reports.
26. Liaise with the investment managers in relation to any investments related issues.
27. Liaise with the tenants of the charity's property in relation to any finance related queries.
28. Account for the rental property income and expenditure in accordance with the lease agreement.

Line Management

29. Positively line manage and support the Finance Assistant to deliver their objectives and to develop in their role.

Other Duties

30. Attend the Finance and General Purposes Committee meetings and answer queries.
31. Continually develop your knowledge of charity related finance and share learning with other staff and trustees, as relevant.
32. Act as a positive ambassador for Alcohol Change UK at all times.
33. Know, embrace and actively uphold the values of Alcohol Change UK at all times.
34. Undertake other work as requested by your line manager or the CEO.

Finance Manager

Person Specification, April 2019

Category	Essential	Desirable
Knowledge, Qualifications	<ol style="list-style-type: none"> 1. Fully or part-qualified member of one of the major accountancy bodies 2. In depth understanding of charity finance, its regulatory environment and governance 3. Detailed knowledge of the Charity SORP (Statement of Recommended Practice) 	<ul style="list-style-type: none"> • University degree
Demonstrable experience of	<ol style="list-style-type: none"> 4. Running finance operations in a small to medium sized charity 5. Using Sage 50 financial software or a similar accounting package 6. VAT regulations including partial VAT recovery and VAT returns 7. Producing charity annual reports and accounts 8. Financial reporting and supporting budget holders and trustees 9. Annual planning and budgeting process 10. Forecasting (cash-flow and income and expenditure) 11. Payroll 12. Improving financial systems and processes 	<ul style="list-style-type: none"> • VAT Capital Goods Scheme • Making Tax Digital requirements • Accounting for investments • Using Payroll Manager software • Motivating and line managing staff • Writing financial procedures
Skills and abilities	<ol style="list-style-type: none"> 13. Outstanding organisational, planning and time management skills 14. Strong interpersonal skills, including excellent listening and negotiation and influencing skills 15. Strong verbal and writing communication skills 16. Ability to work under pressure and deal with fluctuating workloads 17. Advanced MS Office, especially MS Excel skills 	<ul style="list-style-type: none"> • Other relevant IT skills
Personal attributes and values	<ol style="list-style-type: none"> 18. Self-motivated, proactive and willing to take the initiative 19. Resilient with a positive, 'can do' outlook 20. High level of professionalism, hardworking, and willing to develop personally and professionally 21. Excellent attention to detail 22. High level of integrity 23. High aptitude for team-working 	<ul style="list-style-type: none"> • Interest in the mission of Alcohol Change UK • Enjoyment of being in an organisation experiencing dynamic change

Working at Alcohol Change UK

Hours of work	35 hours per week for full-time roles. There are no fixed start and end times to the day. All staff can open/close the office.
Flexibility	We love flexibility. We offer flexible start and end times each day around core hours of 10.00am to 3.00pm, with extra flexibility possible by arrangement, for example for childcare arrangements. Time off in lieu is provided where staff work significant extra hours or weekends. All staff can be required to work some hours over Christmas and New Year to manage the Dry January campaign. We support homeworking by arrangement, within limits and where appropriate to the role.
Place of work	Our newly refurbished office is conveniently located at Kings Cross: 27 Swinton Street, London, WC1X 9NW
Working culture	We are a small, friendly team but we think big: we're highly professional and we're ambitious to reduce alcohol harm for as many people as possible, as rapidly as we can. We work together, as one team, and are supportive of each other. We encourage a culture of 'experiment, fail, learn, and experiment again' and actively encourage team members to speak out if they see something that can be changed or improved. We have regular team meetings, team lunch get-togethers, away days and informal socials.
Development	There is a healthy budget for training and development and all staff are strongly encouraged to make use of opportunities to stay at the cutting edge of their field and to learn new skills and gain new experiences.
Holiday	25 days' holiday plus bank holidays, rising to 28 days after 3 years' service and 30 days after 5 years' service. We also offer the ability to buy or sell annual leave. Leave is reduced, pro rata, for part-time roles.
Pension	Excellent employers' contribution of 6% towards your pension scheme, with a salary sacrifice scheme option. Staff must currently contribute at least 2%. Staff contributions may increase in line with statutory pensions rules.
Life Assurance	We offer a Group Life Assurance equivalent to the value of three times gross annual salary.
Employee Assistance Programme	We offer confidential support 24 hours a day, 7 day a week for employees covering a huge range of areas, including legal support, relationships advice, health and wellbeing, etc.
IT	Our IT works well and is up-to-date. Remote working is supported on your own devices.
Probation and notice	Most posts have a six month probationary period, during which the notice period is one week. Probationary periods may be extended if necessary. After successful completion of the probationary period, the notice period rises to three or six months, depending on the seniority of the role. This role will have a three month notice period.

How to apply

Any questions? If you have any questions about the role or would like an informal discussion about the role, you are welcome to email Azra Karaselimovic, Director of Finance and Operations, at azra.karaselimovic@alcoholchange.org.uk

What to send:

- ✓ A CV (up to 4 pages)
- ✓ A cover letter (up to 6 pages) that explains (i) why you want this role and (ii) how you meet the 23 essential elements of the person specification. Use one sub-heading for each essential requirement and give concrete examples throughout. If you can meet our desirable elements too, add these in as appropriate.
- ✓ A completed [equal opportunities form](#). A Word version of this is downloadable from the same place you downloaded this pack.

Applications that fail to follow these instructions may be discarded.

Where to send it: jenni.graves@alcoholchange.org.uk

Deadline for your application: 9am on Fri 10 May 2019

We will aim to get back to you by: 5pm on Fri 17 May 2019. All applicants will receive a response.

Interview date: Wed 22 May 2019 (please note and reserve this date)

Please read our privacy notice for details on how we use your information.