

**Head Office – Finance and Resources Assistant Manager – Job Description, Person Specification & Competencies**

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| **Name of Employee**  |   |
| **Date of Issue**  |  |
| **Department/Location**  | Head Office – The Gateway, Durrington with some occasional travel to other sites/services in West Sussex |
| **Reporting Line**  | Finance & Resources Manager |
| **Grade / Hrs / Duration**  | Grade 3/4. Full time (37.5hrs pw). Permanent  |
| **DBS – Level Required**  | Basic |
| **Location/s**  |   |
| **Job Summary**  |
|  West Sussex Mind is a local Mental Health charity providing support to people with mental health problems and also undertaking work to challenge stigma and raise awareness around mental health in local communities. The role of the Finance and Resources Assistant Manager is to take responsibility for leading all day to day finance records for the charity, offering support to premises maintenance function for our buildings, and occasional IT support to staff. The balance of the role will be assisting the Finance and Resources Manager with grant returns, management accounts, reporting, audit and other projects as they arise.  |
| **Scope & Accountabilities**  |
| Potential to line manage administration staff or volunteers |
| **Key Tasks**   |
|  **Finance** 1. Undertake all day-to-day bookkeeping tasks on Sage, including bank reconciliations, allocation of management costs, staffing and other costs to specific budgets and funds.
2. Manage credit control activities, including raising invoices and following up on any overdue invoices.
3. All Accounts Payable functions, including payment of all creditor invoices, staff/volunteers/service user expense claims and Credit Card payments.
4. Updating monthly cashflow forecast and preparation of quarterly accrual & prepayments journals.
5. Assisting with the annual audit & year end accounts process.
6. Maintain systems and accounting records carrying out appropriate system or account checks and reconciliations.
7. Provide budget and cost information to staff to support fund-raising bids and tenders. Support with Grant returns to funders.
8. Assist with any support required for our fundraising team and processes for donations, Gift Aid, fundraising income through websites and community fundraising.
9. Preparing and posting monthly payroll journals. Support with payroll information and potential liaising with our payroll provider within agreed timeframes and assisting with any staff queries.
10. Back up to our HR team regarding the WSX Mind pension scheme, ensuring we are compliant with auto enrolment and that all records are being maintained and shared.
11. Organising and attendance at all relevant sub-committee meetings, with potential to provide written and verbal reports as required.
12. Undertake finance related administration including data entry, petty cash, banking, arranging new Credit Cards for eligible employees, & cancellations where necessary, and other day to day tasks.
13. Monitor and respond to enquiries to the Department via email from staff, customers, suppliers and other stakeholders.

**Resources Management**1. Lead on small projects where the need for repairs, cost saving and/or value for money arises.
2. Ensure that we hold up to date contracts for all suppliers including relating to – IT, insurances, utilities, premises management etc. Maintain records of all supplier contracts and act as a key point of liaison with all suppliers around contracts and queries relating to these.
3. Lead on contract renewal or proposed changes ensuring best value for money and where appropriate securing alternative supplier quotes and supporting any tendering which is to be undertaken.
4. Maintain IT assets/equipment register and oversee allocation of IT equipment to staff including overseeing the recommendation and ordering of new IT equipment where this is required.
5. Overseeing the maintenance and up to date recording on the fixed asset register.
6. Assist with annual maintenance and renewal programmes; liaising with service managers around premises maintenance and renewal budgets and ensuring that annual maintenance programmes and renewals are considered and undertaken.
7. Provide ad hoc basic cover and support around routine IT issues and problems when required or referral to our external IT company for IT support where necessary.
8. Potential need to manage day to day relationship with IT support company including working to minimise and oversee IT support spend.
9. Support and assistance, where needed, to the premises maintenance function within the organisation and liaising with service managers.
10. Oversee ordering of head office equipment and office supplies and consumables for some services.

 **General** 1. Undertake any other tasks and duties as required as requested by the Manager and to meet the requirements of the charity.
2. Be aware of and follow all Health & Safety regulations, particularly related to work surroundings.
3. Adhere to all WSX Mind policies and procedures.
4. Lead by example in terms of the values that West Sussex Mind promote.
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**Person Specification** - The specific skills, knowledge and abilities required of an individual to be able to effectively perform the role.

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| **Essential Experience/Qualifications**  |
| * At least 3 years’ experience working in a busy financial function within an organisation, or finance being a significant element of a role within a business administration role.
* Experience of using Sage accounting system, or equivalent accounting package.
* Experienced IT user with excellent knowledge of office 365.
* Ability to prioritise workload within deadlines, but then have the ability to be flexible to react to other factors as they arise, while juggling existing requirements, to best meet the needs of West Sussex Mind.
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| **Preferred Experience/Qualifications**  |
| * Experience of working in a charity finance and resources role.
* Finance qualification e.g. Have, or working towards, AAT Level 3 or other relevant professional training.
* Experience of payroll reconciliation.
* Some experience with supporting others with general IT support and queries.
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| **Professional & Technical Knowledge, Skills and Abilities**  |
| * Knowledge of and confident user of SAGE accounting system, or equivalent accounting package.
* Strong financial management, book-keeping and attention to detail.
* Good understanding of financial systems, the practices and controls surrounding them, and external regulation.
* Confident taking ownership of the requirements of the role. Being comfortable identifying and raising issues with existing processes and procedures and offering solutions to improve them.
* Ability to communicate effectively in person, in writing and over the telephone with internal and external stakeholders.
* Ability to resolve problems/issues or undertake system/account reconciliations effectively and efficiently.
* Ability to prioritise tasks and work accurately under pressure within prescribed deadlines within a team and independently.
* Resilience when challenges occur.
* Confident, organised and methodical in approach to workloads.
* Ability to contribute and collaborate as part of the WSX Mind Head Office Team.
* A commitment to the wider work of WSX Mind and Mind’s mission and values.
* Highly proactive and demonstrating ability, commitment and motivation to learn and develop.
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I have read and understood the Job Description, Person Specification and Competencies/Indicators required for my role and agree to fulfil the requirements of this role.

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| **Signed: Staff member**  |   | **Date:**  |   |
| **Signed: Line Manager**  |   | **Date:**  |   |