



**Job Title:** Finance Business Manager

**Salary Range:** £50,000 - £60,000

**Reports to:** initially Chief Finance Officer

**Term:** 9 month fixed term contract

**Location:** Bristol

### **Who are we?**

Shaw Trust is a progressive charity on an exciting journey to help five times more people over the next five years. For over 35 years we have supported disabled and disadvantaged people to make positive changes to their lives through training and employment, and our ambitious plans need the right people to help us transform many more lives, in many more ways.

What we do is exciting, fulfilling and diverse. As well as employment services, we work with kids in schools, help offenders in prisons, and empower people to take part in activities that many of us would take for granted.

Working with us gives you far more benefits than a standard package; it gives you the chance to help turn someone's life around.

Shaw Trust has recently embarked on a growth strategy that has involved the acquisition of two large organisation's in similar operational fields, doubling the turnover of the group within 6 months.

The organisation is undergoing a period of significant change and integration and a key activity that the finance department will be involved with in the coming year is the implementation of Shaw Trust's Agresso ERP system across the group. The Finance Business Manager will be involved in the project, as will a number of members of the finance department and so management of activities and priorities to support this key activity whilst maintaining business as usual within the Shaw Trust organisation will be a priority.

### **Objectives**

- To direct and manage the Management Accounting service of the Shaw Trust , and a wider team;
- To review the monthly management accounts, analysing and obtaining explanations for key variances;

- To prepare monthly management accounts reports for presentation to the Trustees and Executive Team ;
- To support in the production of budgets and forecasts in line with the Group timetable;
- To lead the production of the annual report and accounts, including liaison with external auditors, ensuring all agreed control recommendations are acted upon and implemented within the agreed timeframe;
- To line manage the Agresso Systems team to ensure that the systems are kept up-to-date and are fit for purpose;
- To support the integration of the Group's ERP system onto the Agresso platform;
- To line manage the Credit Control Manager, undertaking monthly reviews of the aged debt position within the Trust, reviewing the monthly bad debt calculations and undertaking quarterly bad debt reviews to write off in accordance with the Trust's policies;
- To liaise and manage all agreed internal audit exercises ensuring that all agreed control recommendations are actioned and implemented within the agreed timeframe;
- To undertake and lead projects on behalf of the Finance Department to ensure continuous improvement;
- To fully engage with the business to ensure that the Finance Department is able to provide good customer service that is responsive to the needs of the business.
- To deputise for senior finance staff and provide support as required.

### **Main Duties and Responsibilities**

1. Leading and responsible for the production of monthly management accounts to an agreed timetable with critical deadlines for the Trust. Assessing accruals and prepayments to ensure expenditure is matched to the period in which it is incurred;
2. Reporting and analysing variances of expenditure to budget on a monthly basis. Identifying, investigating and understanding why variances have occurred and when appropriate assisting budget holders to implement plans to aid recovery of the position;
3. Responsible for the production of periodic forecasts and the Trust's annual budget in line with the Group timetable, supporting the Management Accounting team to work with budget holders to ensure budgets are created which will reflect and deliver the service for which they are responsible, within the funding available, after taking account of potential for cash releasing efficiency savings. Where necessary analysing and formulating different options using a range of modelling techniques.

Comparing and interpreting options to assist budget holders in the efficient use of funding resources;

4. To produce the annual report and accounts, including liaison with external auditors ;
5. Responsible for the production of high quality, professional and timely financial advice and support to the Trust, including to budget holders, senior staff and Trustees;
6. Ensure appropriate controls are maintained over the Trust's accounting records, including oversight and review of the monthly balance sheet reconciliation process in line with the post's areas of responsibility to ensure that the Trust's monthly accounts accurately reflect its assets and liabilities and that any issues are promptly and properly resolved;
7. To ensure that the Finance Department maintains published up to date, effective and clear policies and procedures to foster a culture of compliance across the organisation. Responsible for identifying and developing new procedures when required and ensuring the financial implications of all new policies and procedures are correctly interpreted and implemented;
8. To drive continuous improvements in the department's processes and procedures including identifying opportunities to streamline and automate existing administrative procedures and tasks and to ensure that there is a strong system of internal financial control;
9. To lead on ensuring that financial literacy across the Trust is improved and development of financial training to non-finance staff within the Trust. To liaise with HR department to ensure that the financial training provided to new staff through the induction programme is relevant and useful;
10. Overall responsibility for the recruitment, management and continual development of the Management Accounts and other finance teams, delegating where appropriate. Supervising and supporting via appraisals and training. Motivating the team, particularly on difficult and complex issues. Ensuring the team is empowered and has the relevant tools and skills to meet their objectives;
11. To develop a 'learning culture' within the team, supporting individual development and encouraging cross-cover and cross-learning across the teams. Responsible for the continual development and training of finance staff ensuring that they provide a professional service of the highest standard. Identifying training needs to support the delivery of a high quality service through regular 1 to 1 meetings and appraisals ;
12. As a key member of the senior finance team, working to build and enhance the finance function of the Trust to meet the ever changing needs of the organisation. Work closely with Senior Managers to advise and persuade on often highly complex and / or sensitive financial issues. Ability to be empathetic and reassuring as well as persuasive ensuring that financial risk is reduced in decision making;
13. To fully engage with the business to ensure that the Finance Department is able to provide good customer service that is responsive to the needs of the business

14. To work closely with the Financial Services Manager to ensure that the Finance Department provides a cohesive and “joined up” service to the wider business;
15. To deputise for senior finance staff as appropriate and to represent finance at key meetings both internal and external to the Trust if required.

## **Other**

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of ‘The Health and Safety at Work Act 1974’ and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust’s efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust’s safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust’s risk management arrangements.
8. Be aware of, promote and implement Shaw Trust’s Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment.

## Person Specification

**Job Title:** Finance Business Manager

(E = Essential D = Desirable)

<b>SKILLS AND CORE COMPETENCIES</b>
<b>Technical competency (qualifications and training)</b> <ul style="list-style-type: none"><li>• CCAB qualification or sufficient qualification by experience <b>(E)</b></li><li>• Evidence of Continuing Professional Development <b>(E)</b></li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Substantial post qualification experience at a senior level in financial management in a similar-sized organisation <b>(E)</b></li><li>• Previous experience of working with Agresso Business World <b>(E)</b></li><li>• Previous experience of implementing an ERP system <b>(E)</b></li><li>• Relevant experience in the production of monthly management accounts, budgets and forecasts <b>(E)</b></li><li>• Staff management experience within a customer focussed environment <b>(E)</b></li><li>• Experience of change management <b>(E)</b></li><li>• Forward financial planning, costing, and option appraisal <b>(E)</b></li><li>• Experience of operating across a range of finance functions, including financial services, budgeting, planning, reporting, capital accounting, and supporting budget holders <b>(D)</b></li><li>• Experience working with, and improving systems and processes <b>(E)</b></li><li>• High financial awareness, with the ability to communicate complex financial management information in a straight forward way <b>(E)</b></li></ul>
<b>Skills and Attributes</b> <ul style="list-style-type: none"><li>• A good working knowledge of all Microsoft applications, with good working skills in Excel <b>(E)</b></li><li>• Good, proven, people management skills <b>(E)</b></li><li>• Ability to build a team, encouraging cross-learning and consistent service delivery <b>(E)</b></li><li>• Ability both to identify required process improvements and to design and implement those improvements <b>(E)</b></li><li>• Sift complex financial and non-financial information from a range of available sources to understand its impact on the organisation <b>(E)</b>.</li><li>• Understand and work through complex issues and identify solutions <b>(E)</b></li><li>• Work under pressure, meet key deadlines and adapt to a changing environment <b>(E)</b></li><li>• Work effectively as part of a team <b>(E)</b></li><li>• Work without supervision and achieve the objectives of the post <b>(E)</b></li><li>• Identify and prioritise complex, time sensitive workload and projects <b>(E)</b></li><li>• Motivate a professional team <b>(E)</b></li></ul>
<b>Personal qualities, communicating and relating to others</b> <ul style="list-style-type: none"><li>• Excellent communications skills, both orally and in writing <b>(E)</b></li><li>• Commitment to customer service <b>(E)</b></li><li>• Strong persuasion and negotiation skills <b>(E)</b></li></ul>

- Willingness to act as an ambassador for the finance department **(E)**
- Commitment to personal & professional development **(E)**
- A corporate team player – able to focus on the good of the broader organisation, and the clients we serve **(E)**
- Build effective working relationships with colleagues across the Trust **(E)**
- Demonstrate effective negotiating and influencing skills **(E)**

#### **Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**
- This post requires a Criminal Records Bureau disclosure at the Basic Level **(E)**

#### **Other**

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. **(E)**
- A desire to work within the Charity Sector **(D)**
- Willingness to travel as necessary **(E)**