

## Job Description

<b>Job Title:</b>	<b>Finance and Operations Manager</b>
<b>Reporting to:</b>	Chief Executive
<b>Salary:</b>	£35k - £40k
<b>Contracted hours:</b>	37.5 hours per week
<b>Contract type:</b>	Permanent Full Time

### Key Purpose

The Finance and Operations Manager will be responsible for overseeing the finance, operations and IT functions of the organisation. They will be involved in the preparation of the company accounts and support the Chief Executive in financial analysis for strategic decision making purposes. They will be a member of Senior Management Team (SMT).

### Specific Duties

- Prepare monthly, quarterly and annual management accounts within a tight time frame, and provide insightful analysis and commentary on variances.
- Prepare management reports on a regular and ad hoc basis to support proposed strategic decisions.
- Preparation of annual budgets and forecasting for new emerging businesses.
- Prepare financial analysis and present to quarterly board meetings.
- Assist with year-end audit and liaising with auditors.
- Manage all finance process including the production of statutory accounts, month end accounting processes, consolidation of the profit and loss account, Balance sheet analysis, conducting cost variance analysis - actual versus budget, sales targets analysis and ensure internal controls are applied.
- Work closely with other members of SMT to ensure the organisation has best in class financial control systems in place.
- Oversee IT development work and liaise with external IT support provider to ensure that projects are completed within the agreed time frame. Attend regular update meetings to discuss SLA

Employers For Childcare Charitable Group	Issue: 1.0	Page 1
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- Manage key contracts, for example landlines, broadband, mobile phones and other office equipment to ensure good service and value for money
- Liaise with bank manager to discuss and manage financing arrangements.
- Liaise with insurers to ensure adequate insurance is in place for the organisation.
- Liaise with other key stakeholders as and when required.

### **Staff Management**

- Be responsible for managing staff performance of the Finance Manager, Office Manager and IT Officer.
- Offer ongoing support and supervision to staff and ensure annual appraisals and training needs analysis are carried out within agreed timescales.
- Monitor daily workload of team members to ensure quality, consistency and accuracy of responses to and interaction with clients.
- Ensure all team members are performing to agreed standards and targets.
- Collate information, analysis reports and present summary in agreed format as and when agreed to SMT.

### **Communication, Personnel and Organisational Development**

- Participate actively in staff and team meetings to update and share information with colleagues.
- Participate in regular staff training and development activities on company services, operating systems, processes and procedures and contribute to same.
- Acquire and retain in-depth knowledge of existing and new company services.
- Take ownership of own training and development by putting forward personal training needs, undertake such training as is required to meet these needs and fully utilise all training and support materials which are available.
- Become familiar with the general duties of other staff and assist with other duties as required.
- Train colleagues in general duties of post in order to ensure organisation has adequate cover in times of need.

Employers For Childcare Charitable Group	Issue: 1.0	Page 2
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- Undertake any other reasonable duties appropriate to the achievement of the organisations goals and targets.

**Information Security**

- Comply with the organisation’s Security & Confidentiality policy at all times, ensuring the highest levels of information security, data protection and confidentiality.

**This job description is neither exhaustive nor exclusive and may be reviewed depending upon operational requirements and staffing levels.**

Employers For Childcare Charitable Group	Issue: 1.0	Page 3
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