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| Title of Post  |  Finance Manager |
| Salary  | £32,000  |
| Hours of work  | 35 hours per week  |
| Benefits  | 6% pension (25 days annual holiday plus public bank holidays)  |
| Responsible to  | CEO, Board of Trustees  |
| Special conditions  | Occasional weekend and evening work  |
| Service Area  | All  |

**Purpose of the role**:

* To provide financial management for RVA and associated projects; Provide payroll administration for RVA; Act as part of the RVA senior leadership team and RVA Executive and as such contribute to all aspects of RVA strategic planning; Supporting the Chief Executive Officer (CEO) in the work of RVA and the development of the organisation’s strategy, resources and services; To ensure that the Board receives appropriate advice and information on all relevant matters and enable it to fulfil its governance responsibilities.
* To work in collaboration with voluntary and statutory organisations working in Rother most especially regarding finance; contribute to policy development in local voluntary, statutory and other organisations in furtherance of RVA’s strategic goals
* To provide good leadership and role modelling that creates and fosters a beneficial working environment for all RVA employees and volunteers which motivate and retains staff; support RVA staff with appropriate financial, funding and business planning advice in the course of their work in projects and with community groups.

**Key Duties and Responsibilities**

# **Strategic**

* Support CEO to Lead and manage the strategic, operational, and financial planning processes within RVA, including the production and presentation of reports and membership to the Board, Executive and Sub-Groups as appropriate
* Ensure that effective systems are in place to manage performance, risk, health and safety, financial resources, staffing and business continuity
* Maintain awareness of risks and changes in the external environment that affect the charity

**Financial Management**

* Responsible for maintaining and updating all RVA’s financial systems processes and policies
* Production of financial statements, management accounts and Board reports
* Annual budget and cash flow forecast production and monitoring across RVA and projects
* Meeting all legal company and charity filing deadline requirements.
* Representing RVA with external stakeholders
* To ensure all invoicing and payment arrangements are carried out accurately with weekly and monthly payment of creditors and debtors

**Personnel management – financial**

* Responsible for all aspects of internal RVA Payroll.
* Administering the internal HR system
* Managing and supporting Finance and Customer Services Assistant

**Office administration**

* Purchasing of RVA equipment and supplies
* Maintain Health and Safety and Fire Safety procedures
* Maintenance of confidential forms and records
* Maintaining adequate insurance cover for RVA.

**Team/Community Support**

* Support staff and project managers in the workings of community projects
* Working with project managers and coordinators to identify, develop and implement initiatives and projects
* To undertake any other duties as prescribed by the Board relevant to this post