



Job Description and Person Specification: Finance Manager

Hours of work	21 hours (worked over three or four days)
Grade/Salary	Level 6A - £27432 - £29,432
Benefits	28 days pro rata plus bank holidays
Contract type	Permanent
Responsible for	N/A
Accountable to	CEO
Location	East Oxford *
Job purpose	The post holder will work closely with the Chief Executive and wider team to maintain and establish effective financial and administrative systems and processes, and will manage the Administration Assistant post. She will be responsible for the smooth running of our financial systems, regularly reviewing policies, processes and procedures to ensure they are fit for purpose and will liaise with the Board about financial issues. She will manage our external suppliers, including our, currently outsourced, accountancy and book-keeping function.

*in light of COVID-19 all staff who can work from home, are doing so. This role will be home based for the foreseeable future, and then a home or office based will be negotiated with the post holder, it is expected that the post holder will attend regular team meetings etc, and so must be willing to travel to East Oxford.

Organisation background

Oxfordshire Sexual Abuse and Rape Crisis Centre (OSARCC) has been supporting and empowering survivors of sexual violence in Oxfordshire since 1979. Our feminist empowerment model understands sexual violence as both a cause and consequence of gender inequality which enables survivors to take control of their recovery in a person-centred way, improving mental and physical wellbeing, and raising future aspirations. We provide independent, free and confidential services in an environment where survivors can receive trauma-informed, specialist support from our experienced and friendly team of staff and volunteers.

Main responsibilities

OSARCC uses a system of ‘factors’ which help describe the different aspects and responsibilities of each role and assess the level at which the role operates. The section

OSARCC Job Description and Person Specification – Finance Manager

below outlines the main responsibilities of this role within each factor area. Please note this is not an exhaustive list of the tasks the post-holder may be expected to perform.

1. Responsibility

- Produce quarterly management accounts and financial reports for the CEO and the Board.
- Manage our accounting and book-keeping supplier, including ensuring paperwork and information is provided in a timely manner each month and quality checking the book-keeper's work in Xero.
- Management of monthly financial ledger including monthly profit and loss and balance sheet reconciliations.
- Monthly cash flow analysis and forecasting as necessary.
- Preparation of financial information for funding bids and reports (annually or bi-annually) for multiple grant funders (trusts, foundations, Councils, etc) in conjunction with CEO and Senior Management Team.
- Close liaison with independent examiners in the preparation of draft and annual statutory accounts.
- Overseeing tax and regulatory and compliance issues, including Gift Aid reclaim.
- Develop and document business processes and accounting policies with the CEO and management to maintain and strengthen internal controls.
- Management of bank accounts and overseeing any investments.
- To maintain and streamline our Xero accounting system to ensure it is fit for purpose.
- Liaise with our payroll provider to manage our payroll, and pension's provision.
- Work with the Treasurer to manage the monthly financial processing, including overseeing employee expense claims, and paying invoices and salaries.

2. Leadership

- Work with the CEO and the Senior Management Team, as and when, appropriate to advise on areas of strategic planning and budgeting from a financial perspective.
- Support the development of the annual budget based on strategic priorities, trends and projections, and assist the Management Team in developing a strategic business plan to maintain the financial health and sustainability of the organisation.
- Be the main contact for the Board on financial matters, including financial reporting;
- Manage and supervise the outsourced accountancy and book-keeping function.
- Support OSARCC Project Leads to ensure project budgets are in line with organisational budgets and funding applications.

3. Impact

OSARCC Job Description and Person Specification – Finance Manager

- Work with OSARCC Senior Management Team and Project Leads to ensure all reporting is undertaken in a timely way.
- Uses financial information to guide decision making around service delivery and funding needs to inform funding bids and strategic priorities.

4. Working relationships and stakeholders

- Acts as the key link for financial matters for the board of trustees, funders, and OSARCC staff and volunteers

5. Other

- Undertake relevant supervision and attend relevant training as required
- Support, promote and work in accordance with OSARCC values, policies, aims and objectives at all times
- Work towards reaching OSARCC's vision for a world in which women and girls are free from the fear and experience of sexual violence and supported when it does occur.
- Carry out any other work or duties that are reasonably requested

Person Specification

Specification	Essential	Desirable
Knowledge (including education/qualifications)		
AAT level 4 qualified, or higher, with at least five years' experience working in an account management role;	X	
Knowledge of managing multiple funding streams in a charity context	X	
Experience of managing financial accounting systems, preferably Xero	X	
Experience		
Positive, pro-active approach, with an ability to problem-solve and the drive to develop and implement new systems and processes as necessary.	X	
Well-developed communications and interpersonal skills with an ability to build strong relationships and working partnerships with other organisations, suppliers, co-workers and trustees.	X	
Excellent attention to detail and accuracy in all work with well-developed organisational and administrative ability, including proven success in setting up systems, keeping records and delivering financial reports to deadline and to a high standard.	X	
Proactive in staying up to date with financial regulations, charity financial issues and best practice and applying	X	

OSARCC Job Description and Person Specification – Finance Manager

knowledge appropriately to support the development of the organisation		
An understanding of working in the voluntary sector/violence against women sector or similar field		X
Skills		
Strong written and verbal communication skills including the ability to contribute to team discussion and planning	X	
Administration, record keeping and IT skills – use of internet systems, and Microsoft word	X	
General		
A firm commitment to improving the lives of women who have experienced sexual violence and to working within a feminist organisation	X	
Ability to maintain clear boundaries and confidential working practices and able to manage sensitive information with discretion	X	
Sensitivity to cultural differences, and the ability to work in a diverse setting	X	
Ability to work within the ethos of the Rape Crisis Movement and OSARCC's core values, and commitment to equal opportunities and anti-discriminatory practice	X	
Commitment to professional development and willingness to undertake training required for the role	X	

Equal opportunities

This post is restricted to women applicants only and is exempt under Schedule 9, part 1 of the Equality Act 2010.

OSARCC is an equal opportunities employer and is committed to promoting equality and social inclusion.

The recruitment monitoring section of the application form (which gives details of your sex, ethnic origin, date of birth and any disability) will be detached before the form reaches the Selection Committee. This information will not be made available to the Selection Committee. If you have indicated that you have a disability, the recruiting manager will be made aware of this to ensure that you are given an interview in an appropriate, accessible location. The information you provide on the recruitment monitoring section will be held in confidence by OSARCC and the details logged onto a confidential recruitment database. The information will be used for statistical purposes to enable OSARCC to carry out its equal opportunities monitoring obligations.