



<b>Job Title:</b>	Finance Manager
<b>Reports to:</b>	CEO
<b>Hours:</b>	18 – 22.5 hrs per week
<b>Salary:</b>	£25,000 - £28,000 pro rata dependent on experience
<b>Contract length:</b>	2 Years fixed term (continuation subject to funding)
<b>Based at:</b>	Home based with occasional travel to Growing Works Allotment site, HD5 9XN and to meetings across Kirklees.
<b>Closing Date:</b>	Thursday 25 <sup>th</sup> January 2024, (Potential interview date first week in February 2024)

### Organisation Overview

Founded in 2011, and becoming a registered charity in 2015, Growing Works is a mental health and wellbeing charity that strives to nurture healthy lives outdoors. The natural environment is at the heart of everything we do, and we work adults, young people and families to support and empower people through nature-based projects.

Working across Kirklees, our projects include:

**Bud:** Social and therapeutic gardening and outdoor crafts for adults. Based predominantly at our Wakefield Road Allotment site and out in the community.

**Sprout** (Strong Parent Reaching Out): – An innovative project with a whole family approach that is open to those with children who have SEND/SEMH. It seeks to offer early intervention, encouraging peer support and providing a safe space for the whole family to feel relaxed and supported. Activities include bushcraft, cooking and nature-based play.

**Young Shoots:** For young people aged 13+ with SEND/SEMH. Courses in bushcraft, cooking, conservation, and environmental exploration allow life skills, confidence and independence to develop.



## **Job Purpose**

As Finance Manager with Growing Works, you will work closely with the CEO and Treasurer to ensure the financial health of the charity.

You will oversee the day-to-day management of financial processes, set and manage budgets and be responsible for ensuring financial compliance in accordance regulations set by the Charity Commission.

You will lead on fundraising, reviewing financial strategy and producing budgets for funding applications. You will work with the CEO and Treasurer to produce quarterly management accounts, the annual budget and contribute to efforts to improve sustainability. You will work closely with the external accountant for end of year functions.

As a senior team member, you will be responsible for fostering an inclusive and positive work environment that is person centred. Your leadership and management skills alongside strategic vision will be essential in driving the charity forward for the benefit of those we work with.

## **Financial Management**

- To work closely with CEO to ensure financial processes are followed and work is delivered efficiently and on time – including invoicing, BACS payments and expenses.
- To oversee the management and the secure storage of financial information
- To maintain accurate salaries lists for all staff and manage increments, pay awards, leave and any other aspects affecting pay and to run Payroll.
- To follow and then review internal processes for mapping draw down, payment schedules and core cost allocations.
- To work closely with the CEO and Treasurer to set an annual budget for the organisation.
- To manage our QuickBooks accounting software.
- To oversee adherence to financial processes across the organisation.
- To liaise with external accountant for end of year functions.
- Ensure financial management and controls are in place across the charity and that these meet the regulatory requirements of the Charity Commission.

## **Governance**

- To produce quarterly management accounts.
- To work with the CEO and Treasurer to manage the relationship with an external accountant to produce annual accounts.
- Support the CEO in developing financial Board papers in advance of all Trustee Board Meetings.

## **Development**

- To work with the CEO and Treasurer on a financial strategy that prioritises the financial resilience of the organisation.



- To review our processes and make improvements aiming for efficiency and shared responsibility.

### **Fundraising and Budget Management**

- To support the development of funding applications including researching new funding opportunities, particularly for Core Costs.
- To manage our internal system for mapping the life course of funded projects, including when projects are due to end and when financial monitoring is required.
- To provide budget updates across our funds to budget holders on a quarterly basis.
- To produce financial reports for our funders in a timely and responsive way.
- To write budgets for funding bids.
- To maintain a budget calculator enabling other staff to produce accurate budgets.

### **People Management**

- To develop excellent practice across the organisation through developing and delivering training and learning opportunities about our financial processes.
- To be responsible for learning, development and day to day queries for our finance work.
- To work with the CEO to develop a financial induction and to ensure new employees are given time and information to understand payslips, NI and Tax, pensions and their rights and benefits.

### **Risk Management and Quality Assurance**

- To ensure confidentiality throughout your work.
- Oversee the management of risk within your areas of responsibility (including risk assessment of all activities, relationships, reputational risk) and report to the CEO.

### **General**

- To be willing to work outside of office hours when required.
- To be willing and able to travel when required.
- To attend all relevant staff team and other meetings as required and produce reports as requested.
- To act in accordance with all Growing Works policies, procedures and terms of employment.
- To undertake appropriate training and personal development programmes.
- Use an Asset Based approach, working from people's strengths.
- To work inclusively and challenge prejudice.
- To undertake any other duties appropriate to the post as required.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.



## Person Specification

NB: the post will require an Enhanced Disclosure Certificate

	Essential	Desirable
<b>Qualifications</b>	<p>English GCSE or equivalent Maths GCSE or equivalent</p> <p>Financial Qualification – ideally AAT Level 4 or equivalent (we would be interested from hearing from people with AAT Level 3 studying toward Level 4).</p>	
<b>Experience</b>	<p>At least 5 years of experience working in finance.</p> <p>At least 3 years of experience in a more senior finance role.</p> <p>Experience in the financial management and governance tasks outlined in the Job Description</p> <p>Experience in working with people and communities with diverse needs.</p> <p>Experience of working in a strategic role, contributing to the development and implementation of organisational strategy</p>	<p>Experience in working in the charity or not-for-profit sector.</p> <p>Experience in fundraising and writing grant applications.</p>
<b>Knowledge</b>	<p>Knowledge of accounting software - ideally QuickBooks</p> <p>Knowledge of budgeting and financial management in the charity sector</p> <p>Knowledge of monitoring and evaluation in the charity sector</p>	<p>Knowledge of local, regional and national funding opportunities</p> <p>Knowledge of local and regional statutory and voluntary sectors</p> <p>Knowledge and understanding of community development principles and practices.</p>
<b>Skills</b>	<p>Excellent financial and mathematical skills</p>	



	<p>The ability to use and maintain finance systems and to input financial data into a computerised system, as well as ability to report and analyse information from systems.</p> <p>Excellent IT skills including Excel for finance.</p> <p>Excellent communication and interpersonal skills, with the ability to build relationships and work collaboratively with a wide range of stakeholders.</p> <p>Strong project management skills, including the ability to plan, implement, and evaluate projects effectively.</p> <p>Excellent organisational and administrative skills, including the ability to manage budgets, monitor and report on performance, and maintain accurate records.</p>	
<b>Personal Attributes</b>	<p>Commitment to Growing Works values and mission.</p> <p>Able to work in a busy, fast paced, community facing environment.</p> <p>Ability to work under pressure and manage competing priorities.</p> <p>Self-motivated and proactive.</p> <p>Creative and innovative, with the ability to identify and develop new opportunities.</p> <p>Resilient, adaptable and able to work in a changing environment.</p> <p>Ability to encourage and inspire</p>	



	<p>people to recognise and build on their own strengths.</p> <p>Commitment to person –centred working, with active listening skills and empathy.</p> <p>Committed to your own learning and development, including reflective practice.</p>	
--	--	--