



BEYOND LIMITS

Beyond the limits of conventional support

Trainee Finance Manager

The Trainee will be expected to work closely with the finance team (Finance Director, Payroll Administrator and Information Systems Co-ordinator) to learn about all of the day to day financial and payroll activities of the organisation.

Dependent on experience a trainee programme will be developed with the Finance Director, this will detail areas for learning and development and also set targets and timescales. Regular Support & Supervision meetings will form part of the mentoring process, with regular feedback and support being provided. The main aim being to develop the trainee into the following Finance Manager role:

Finance Manager Job Description

Reporting to the Finance Director.

Role

Overseeing the Finance and Payroll Functions on a day to day basis. Ensuring that salaries are paid timeously and accurately whilst maintaining accurate financial accounting transactions and records.

Ensuring compliance with good practice and record keeping as per the requirements of HMRC, Pension Regulator, GAAP and other bodies/ funding agencies in all areas of financial management of the organisation including but not exclusively salaries, PAYE and accounts.

Responsibilities and Duties

Overall responsibility for the Payroll Function:

Supporting and supervising the Payroll Administrator to:

- Ensure compliance with all current legislation
- Maintain the Government Gateway link to Inland Revenue, overseeing monthly payments and Year End submissions as well as Real Time Information Submissions.
- Complying with Auto Enrolment regulations using our Royal London Pension Scheme
- Ensure they are kept fully informed of any changes to legal requirements for Payroll.

Monthly Payroll & Pension reconciliations.

Liaising with Directors, Service Leaders and HR Manager on all payroll issues as and when required.

Planning and promoting monthly Carista Payroll Workshops for Service Leaders and Team Leaders.

Dealing with payroll enquiries from outside agencies as necessary.

Overall responsibility for the Finance Function:

Ensuring the following are maintained on an ongoing basis:

- Purchase Ledger
- Sales Ledger
- Nominal Ledger
- Petty Cash.
- Bank Accounts Administration and reconciliation
- Debit and Credit Card administration and reconciliation

Posting journal entries, including accruals and prepayments.

Preparing month end income, bank and payroll reconciliations.

Management Information and Meetings

- Preparing quarterly Individual Service Fund Reports.
- Preparing monthly management information and quarterly training, payroll & sickness statistics.
- Facilitating Quarterly Quality Service Meetings with Directors, Service Leaders and Team Leaders.

External Monitoring

- Preparing Office of National Statistics returns as necessary.
- Preparing and submitting Quarterly Monitoring Returns as necessary e.g. Plymouth City Council

Other duties

Maintaining and continually developing the Finance Management Guidance System, ensuring compliance across the organisation.

Ensuring all finance programmes and data are up-to-date, secure and backed up daily.

Ensuring compliance with GDPR and archiving of financial records.

Assisting the Finance Director with any other ad hoc tasks as required.

Behaviours, Skills and Knowledge Required

- You must share a belief in the capacity of all people, regardless of ability or disability and the values of the organisation
- Excellent attention to detail, accuracy and consistency of work
- Experience of working within a fast-paced finance department
- The ability to communicate effectively with a range of internal and external stakeholders
- The ability to multi-task and work calmly when under pressure
- Commitment and confidence with strong administrative, organisational and prioritisation skills
- Proficient written, numerical, analytical and IT skills
- Experience with Sage Accounts and Sage Payroll
- At least Intermediate level of Microsoft Excel skills

A professional accountancy qualification is desirable (although not essential)
e.g. AAT qualified or Degree in Finance, Accountancy or Business
Administration