

LINCS INSPIRE LIMITED

JOB DESCRIPTION

Job Title	Finance and Performance Manager
Accountable To	Head of Finance
Grade/Salary	PG 11 £32,704 FTE 40 hours

1. Overall Purpose of the Role

The Finance and Performance Manager supports a wide range of accounting and performance reporting functions, undertaken at both a head office and also directly at company facilities across wider Lincolnshire.

Working closely with the Head of Finance and Operational Service Heads the post holder will support financial and performance management services across a diverse range of front facing services including both charitable and commercial activity.

2. Responsibilities

- The post holder will work within both a head office setting and also directly with contracted services delivered within wider Lincolnshire. Therefore dividing work time across both the North East Lincolnshire area and also the North Kesteven area, specifically Sleaford and the National Centre for Craft and Design (NCCD).
- Under the direction of the Head of Finance responsible for day to day operational financial procedures, planning, budgeting and reporting.
- Directly supervise a head office finance team, including ledger management, payroll administration, customer and supplier payment management and credit control (3 FTE and 1 PTE posts).
- Directly supervise a business support officer based within the NCCD (1 FTE responsible for daily financial processes, performance data collection and administrative support).
- Ensure all services are applying both internal and external financial controls, providing relevant staff training and support when needed.
- Review spend against contract and grant funding programmes, actively advising Operational Service Heads of any potential or emerging issues, supported by the appropriate financial solutions.
- Regularly liaise with external grant funding organisations and external assessors, to ensure the company is fully compliant with all grant conditions, reporting deadlines and successful draw down of appropriate payments.
- Prepare monthly management reports and collate performance reporting incorporating informative commentary as required by the Head of Finance.
- Support Operational Service Heads to develop successful external funding bids, ensuring all financial modelling is robust and performance data requirements are

achievable.

- Provide 'critical friend' challenge to funding proposals to ensure they meet the company/charity's aims and objectives and are financially beneficial.
- Under the direction of the Head of Finance, work with Operational Service Heads to develop and implement a fund raising strategy including both commercial and community opportunities.
- Work closely with the Operational Service Heads to develop and support the delivery of cost saving initiatives and efficiencies
- Develop ad-hoc finance, performance and contract delivery reports for the company's board of trustees, clients and where relevant external funding organisations, as directed by the Head of Finance.
- Manage the company's internal administrative payroll service, including liaison with payroll providers, pension providers, tax authorities and a range of employee benefits/services.
- Ensure all site based banking, cash and credit card handling, treatment of donations and any commission based sales arrangements are delivered in accordance with company procedure and current legislation.
- Assist the Head of Finance to prepare for annual external audits and internal audit reviews/quality standard assessments.
- Manage the company's asset registers and liaise with the Performance and Contracts Manager to ensure appropriate insurance levels are reviewed annually.
- Undertake such other duties as may be reasonably expected at this level.

3. Accountabilities:

3.1. Delivering Results

- Have a positive impact on the company's profitability through recommending sound financial options and solutions that consider growth, sustainability and compliance with company objectives.
- Provide accurate financial and performance reporting, complying with predetermined and often non-negotiable contract and grant funding timescales.
- Support the Head of Finance to ensure all financial reporting timescales are met.
- Provide accurate advice, training and support to the finance and business support teams, ensuring compliance with all relevant regulatory frameworks, company financial procedures and contractual requirements.
- Ensure relevant financial legislation is applied, including the requirements for a charity and provider of external grant funded projects, as directed by the Head of Finance.

3.2. Management of Resources

- Direct supervisory responsibility for finance and business support staff at two separate locations (4 FTE and 1 PTE posts).
- Ensure financial and performance management systems are fully utilised to provide maximum benefit. Continuously review systems for further efficiency opportunities.
- Work closely with Operational Service Heads to ensure the effective use of wider resources, for example retail and catering facilities, and the correct financial treatment of all transactions.

3.3. Compliance with Statutory Regulations

- At all times ensure compliance with statutory and regulatory frameworks, protocols and operating standards relevant to financial procedures, performance reporting and contract compliance.
- Ensure equality and diversity implications are fully considered and evidenced throughout all business activities.
- Ensure full compliance with all health and safety regulations.

4. Contacts and Communications

- Develop effective relationships and partnerships with a wide range of organisations, including external grant funders, clients, facility users and financial bodies.
- Work closely with management teams across company locations to support the successful delivery of the company's charitable objectives, contractual requirements and grant funding conditions.
- Develop relationships with suppliers and service providers, ensuring effective procurement, payment and supplier management.
- Support the Head of Finance to develop and embed efficient and effective finance and performance systems, controls and procedures.

5. Decision Making – Planning, Creativity and Innovation

5.1. Planning

- Provide regular finance and performance reports to set timescales which are often non negotiable
- To ensure all performance and financial reporting associated with grant funding and contractual commitments is programmed into work planning and fully complied with.
- External grant funded projects will have specific pre-set deadlines, performance targets and quality standards which are not negotiable.
- Effective and efficient planning, prioritisation and organisation of workloads
- As part of the management team, to always maintain business continuity during unanticipated incidents and to support a corporate responsibility in the event of local emergencies.

5.2. Creativity & Innovation

- The post-holder will be part of a management team responsible for the company's business development and success. Including the development and implementation of efficient, effective and robust systems and procedures.
- Majority of financial and performance reporting will be governed by prescriptive reporting criteria in addition legislative requirements and also contract/funding requirements.

5.3. Decision Making - Discretion

- Provision of good financial advice to Senior Operational Heads will ensure the company's financial position is robust and its reputation is upheld.
- Operational business decisions that improve efficiency and compliance will support the success and financial viability of the company.
- Responsible for ensuring Senior Operational Heads are using resources effectively and profitably, for example cost effective stock management.

5.4. Decision Making - Consequences

- Responsible for recommending business decisions which may have a financial or reputational impact for the company. Guidance and advice is available at all times from the Head of Finance.
- Day to day operational decisions will be required relating to the deployment of staff and resources to ensure compliance with all financial and performance reporting timescales

6. Working Environment:

6.1. Work Demands

- The post holder will work to a schedule of timescales and deadlines, established in advance.
- Facilities operate within set timeframes requiring the post holder to ensure all relevant resources are suitably deployed to provide business and financial support across different locations.

6.2. Physical Demands

- Work requires normal physical effort

6.2. Working Conditions

- Work mainly in an office environment, with regular time spent at different locations including close liaison with front line services.
- From time to time may be required to work weekends, bank holidays etc. in accordance with the needs of the facilities and services which operate 7 days per week.

6.4. Work Context

- The company's services are essentially front facing with continuous customer contact. The post holder will be managing support services and therefore exposure to any complex or contentious customer issues is likely to be limited.

5. Role Specification	Essential or Desirable	Assessment Method *
Demonstrates a track record or undertaking work of a similar nature and gaining experience in:		
• Audit preparation, and producing company and charity accounts	E	A/I
• Compliance and management reporting procedures for external funding bodies and/or contract delivery	E	A/I
• Use of accounting software and excel spread-sheets, ideally experience with customer relationship management software linked to Direct Debit and payment methods	D/E	A/I
• Contributing to business solutions which have resulted in cost and/or service improvements	E	A
Demonstrates a knowledge of:		
• Sound knowledge of accounting legislation (including VAT, Gift aid, PAYE etc.)	E	A/I
• Charity SORP and Companies Act accounting regulations	D	A/I
• Performance management data collection, analysis	E	A/I

and reporting		
Evidences the following skills and abilities:		
• People management skills	E	A/I
• financial reporting, planning and budgeting	E	A/T
• Excellent communication and presentation skills, both verbal and written.	E	A/T
• Planning, prioritising and organising workloads	E	A/I
Education and qualifications:		
• Educated to degree level or equivalent experience	E	A
• Qualified/Part-Qualified Financial Accountant (CCAB / CIMA)	E	A
• Continuous personal and professional development	E	A
Working Arrangements		
• Required work flexibly across both North East Lincolnshire and also North Kesteven.	E	A

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