

Sands Application Information

Finance and IT Manager

April 2017

About Sands

Every single day in the UK, in spite of medical advances, 15 babies are stillborn or die within the first 28 days of life.

Sands, the stillbirth and neonatal death charity, is a well-established and widely respected national charity that:

- Supports anyone affected by the death of a baby through our Helpline and our 100 Groups nationwide across the 4 devolved nations.
- Works in partnership with health professionals to ensure that bereaved parents and families receive the best possible care by transforming the culture and practice of perinatal bereavement care through our accredited training programmes and resources.
- Promotes changes in care that could help to reduce the loss of babies' lives by funding high impact research projects that identify the causes of stillbirth and point to ways of reducing their incidence.

The charity has grown its income by over 40% since 2012 and, as part of its strategic plan to 2020, is focusing on long term growth, sustainability and success! This is an especially exciting time at the charity as it repositions to become the leading charity in sector.

With a renewed focus on internal organisation and the financial model required to support sustainable growth, Sands is seeking a Finance Professional who is enthused by innovation to join and lead the team, pending recruitment of the permanent role for which they will be invited to apply.

Find out more about our work at <https://www.sands.org.uk/>

About the role

Sands is looking for an experienced Finance Manager who is either a fully, or part-qualified finance professional, to lead our Finance Department and support the implementation of a new financial model for the organisation, while ensuring the smooth running of our financial operations.

Reporting directly to and working closely with, the Director of Finance & Resources, you will have relevant experience in the charity sector, including managing a small team tasked with the day to day running of all aspects of the financial operations of the charity. You will ensure that all financial reporting is accurate, timely and supports SMART decision-making, as well as critically appraising and informing current accounting policies and procedures, and implementing business process improvements as part of a programme of continual quality improvement.

With a solid track record in delivering high quality management accounts and financial reports, you will deliver the charity's internal and external financial reporting requirements. You will be able to work under pressure, and to plan and prioritise to focus on key deliverables.

As an excellent team player with a flexible, proactive approach and strong interpersonal skills, you will have the ability to deliver training to a range of internal audiences and provide ongoing support in the preparation of budgets and submission of periodic financial reports.

To apply:

Please return the completed application form and monitoring form to robert.harvey@uk-sands.org by the closing date below:

Closing date for applications

2nd May 2017 at 5.00pm

Interview Date:

w/c 8th May 2017

As we have limited staff resources we are unable to provide candidates with feedback about their applications.

All Interviews will be held at our Head Office at:

Victoria Charity Centre, Ground Floor, 11 Belgrave Road, London, SW1V 1RB. Telephone: 020 7436 7940

Job Description

Job Title:	Finance and IT Manager
Responsible to:	Director of Finance and Resources
Location:	Victoria Charity Centre, 11 Belgrave Road, London, SW1V 1RB
Contract:	Permanent
Salary:	£40,500 per annum plus £3,400 per annum London Weighting Allowance
Hours:	Full Time – 35 Hours per Week (Monday to Friday 9.30am – 5.30pm, with a 1 hour unpaid lunch break)

Main Purpose of Job:

The purpose of this role is to lead the Finance Department and to support the implementation of a new financial model for the organisation, while ensuring the smooth running of Sands' financial operations.

Reporting directly to, and working closely with, the Director of Finance & Resources, the post-holder will have relevant experience in the charity sector, including managing a small team tasked with the day to day running of all aspects of the financial operations of the charity and ensuring that all financial reporting is accurate, timely and supports SMART decision-making.

Additionally, the post-holder will also critically appraise and inform current accounting policies and procedures and implement business process improvements as part of a programme of continual quality improvement.

This Job Description is not contractual and liable to change over time.

Principal tasks and responsibilities:

- **FINANCIAL CONTROL AND REPORTING**
 - Support and inform the implementation of a new financial model at Sands which are developed to comply with Sands existing policies and procedures and best practice in sector
 - Ensure that financial accounting records are accurate and up to date that that robust financial controls are in place which enable Sands to comply with statutory requirements.
 - Support the Director of Finance & Resources in the preparation of quarterly financial reports to the Board that support strategic oversight of the charity's financial position and understanding of the business model.

- **MANAGEMENT ACCOUNTING**
 - Ensure that the month-end schedule is appropriately completed by all team members; that all postings and reconciliations have been carried out correctly and in a manner that ensures the integrity of the management reports.
 - Prepare and circulate monthly management accounts and quarterly financial reports to the Board, including narrative commentary, in accordance with an agreed timetable and format.
 - Prepare a Cashflow statement as part of the monthly management accounts, forecasting free cash available to the charity to meet its Business Plan targets.
 - Ensuring the accurate processing of all income and expenditure, including the submission of gift aid claims to HMRC.
- **BUDGET SETTING, FORECASTING AND MONITORING**
 - Support the Director of Finance & Resources and other Departmental Directors and Senior Line Managers, in the preparation of annual departmental and organisational budgets and forecasts
 - Ensure that budget holders received adequate support to enable them to effectively manage their budgets, including the identification of exceptions to enable corrective action to be taken.
- **AUDITING AND STATUTORY REPORTING**
 - Lead in the preparation of the annual statutory accounts in accordance with Charities SORP (FRS 102)
 - Support the Director of Finance & Resources during the annual statutory audit engagement
 - Support the Internal Audit process, including the provision of guidance to the Networks and Volunteering team
 - File relevant returns at Companies House, the Charity Commission and OSCR, as required.
- **MANAGEMENT AND INTEGRATION OF INCOME STREAMS**
 - Liaise with the Fundraising team to maintain effective systems for the integration of data between the current CRM system (ThankQ) and the Finance system (SAGE L50) to support the provision of timely and accurate reporting of income streams, ensuring that a robust cut-off procedure is applied.
 - Ensure that all income streams are appropriately allocated – particularly with regard to Just Giving and Virgin Money Giving – and that appropriate invoicing and debtor management processes are in place to support the effective allocation of income from the Shop and Sands' training activities.
 - Ensure that Finance systems are adequately flexible and responsive to support the integration and reporting of diverse income streams and support investment in new activities
- **PAYROLL AND TAX MANAGEMENT**
 - Work with the HR & Facilities Manager to ensure that monthly payroll is accurately calculated and reflected in the finance system and that all payroll related control accounts are fully reconciled at month end.
 - Ensure that both statutory and voluntary payroll deductions are accurately recorded and reconciled on a monthly basis.

- Effectively calculate and coordinate relevant returns to HMRC, including P11D's and VAT submissions; ensuring that the latter are prepared with a view to maximising VAT reclaims whilst ensuring all returns are compliant with HMRC regulations.

- **TREASURY AND FUND MANAGEMENT**

- Ensure that Sands' investments are effectively managed and that new opportunities are identified to increase investment income
- Oversee the recording of restricted income (including research grants payable) in the finance system; ensuring that year end analysis has been reconciled to reflect inflows and outflows
- Prepare regular Cashflow forecasts to ensure that the charity has proper oversight of its unrestricted funds and that they are sufficient to support the charity's Reserve Policy and day to day business activities.
- Oversee the administration of organisational banking arrangements

- **MANAGEMENT OF FINANCIAL POLICIES AND STRATEGIES**

- Support the adoption of a Fixed Asset policy which appropriately reflects the current value of the assets of the charity and includes intangibles such as intellectual property, website, etc.
- Ensure that the approved Financial Policies of the organisation are upheld in areas such as *Travel and Expense Claims, Tendering and Procurement, Framework of Authorities*, etc.; reporting any exceptions to the Director of Finance & Resources and/or Senior Leadership Group

- **BOARD SUB COMMITTEES**

- Work with relevant Sub Committees of the Board, such as Audit & Risk and the Finance Sub Committees; ensuring that Sub Committee reports are prepared with clarity to support effective oversight and decision-making.
- Take a proactive approach to the identification of risk, including strategies to manage/mitigate risk.
- Support the review and revision of the charity's Reserves Policy, as required.

- **TRAINING, GUIDANCE AND POLICY**

- Work with the Director of Finance & Resources and other teams, such as the Networks & Volunteering team, to provide appropriate financial training across the organisation, so that staff are fully equipped to understand and manage their budgets and submit relevant annual returns, in line with Internal Audit requirements
- Prepare Guidance Notes, as required, to support the delivery of training across the organisation, including training to be delivered within Sands Groups Network.
- Contribute to policy formation, particularly in relation to financial and governance issues.

- **INFORMATION TECHNOLOGY**

- Oversee the purchasing of all IT requirements, in consultation with the Director of Finance & Resources
- Support the Director of Finance & Resources in the management of the organisation's core IT Estate, software and peripherals across the organisation; with a focus on the security and integrity of systems and equipment

- Inform new IT approaches within the organisation and be a key contributor to the development of effective management Information Systems within the organisation.
- Support in-house IT provision, by acting as main point of contact for organisational issues and also be available to assist with non-technical on-site IT requests / issues

Other Benefits

Pension (non-contributory)

We consider it important to encourage people to save for their retirement and as such provide staff with a 3% pension contribution paid into an Aegon Personal Pension. Contributions can be invested in a variety of funds according to your investment preference, or alternatively a default fund is available. Sands will increase our contribution into the pension scheme to 5% as soon as you achieve 3 years' continuous employment with us. Subject to eligibility, you will be automatically enrolled into the pension scheme as soon as your employment commences, and you will be able to make additional voluntary contributions into the scheme if you wish. You will, if required, have the option to withdraw from the pension scheme.

Annual leave

Staff receive 28 days annual leave plus bank holidays. Staff will be required to take 3 days annual leave during the period between Christmas & New Year.

Employee Assistance Service

At times staff members may face and need help with a variety of issues throughout their lives and as part of the commitment to staff members we provide independent and confidential counselling and information telephone service, free of charge. Support is available on a range of issues including legal, financial, emotional, health issues and work related concerns.

Season ticket loan

Permanent Head Office based staff are offered the opportunity to take an interest free loan to purchase season tickets for the journey between home and work. Available after a qualifying period.

Childcare Vouchers

Sands operates a childcare voucher scheme administered by Edenred, of the UK's leading providers of employee benefits. You will be able to purchase vouchers up to the value of £243 free of tax and NI deductions, which can be used to pay your registered childcare provider. The value of the vouchers that you purchase will be deducted each month from your pre-tax pay via salary sacrifice.

Cycle to Work Scheme

Sands has teamed up with Cycle Solutions to provide a Cycle to Work Scheme, which you can join to make considerable savings on the cost of a new bike and equipment that you use to commute to work.

Person Specification

The following essential criteria will be assessed at both the application and interview stages	
A recognised accounting qualification and/or be educated to a minimum of degree level in a relevant financial discipline.	
Excellent technical accounting knowledge, including SORP FRS 102, with strong charity financial management experience.	
Excellent IT skills, with advanced Excel and database skills; a working knowledge of CRM systems, such as ThankQ and/or Raisers Edge	
Demonstrable experience in setting annual budgets, producing and analysing management accounts, preparing and using forecasts	
Strong reconciliation skills with the ability to use automated systems to improve reconciliation efficiency	
Experience of preparing quarterly and year-end financial accounts, managing payroll, VAT and the production and presentation of financial information for a wide range of diverse audiences	
Experience of managing internal and statutory audits	
Experience of submitting Gift Aid claims to HMRC.	
Strong analytical skills with an attention to detail, coupled with the motivation to meet deadlines.	
The ability to understand complex processes, question existing work procedures and implement system and process improvements	
Experience in training non-financial team members in finance-related matters	
Able to work with minimum direct supervision and to learn new tasks and approaches quickly	
A flexible approach to work and the ability to tackle a wide range of projects	
Strong communication and interpersonal skills; robust and resilient in supporting the organisation to meet agreed audit standards	
Excellent time management skills, well organised and methodical with good attention to detail	
Empathy with Sands and its aims and a great team player with experience of managing and leading teams!	