

DIAL DONCASTER

JOB DESCRIPTION

Job Title: FINANCE MANAGER
Hours of Work: 15 hours per week
Responsible to: Director/Chair

Primary Role

To be responsible for all the financial requirements of DIAL Doncaster (including the Charity Shops and all other income related services), for budgeting, income and expenditure, salaries and any other related finance issue.

Duties

General:

1. Prepare, monitor and analyse monthly budgets and reports and present at monthly Management Committee meetings.
2. Produce an Annual Forecast of Income and Expenditure.
3. Prepare annual accounts to trial balance standard. Liaise with DIAL's Accountants to produce Annual Accounts. Present to the Management Committee for ratification.
4. Be computer literate and have experience in using financial management software.
5. Maintain monthly records of expenses paid.
6. Ensure petty cash expenditure and volunteers' expenses are paid and recorded. Also ensure re-imbursment process is completed correctly.
7. Conduct banking requirements and bank reconciliation.
8. Ensure card machine transactions/banking is recorded correctly.
9. Prepare, monitor and analyse income and expenditure for each month and accumulative total to date.
10. Provide finance information for funding applications.
11. Provide finance information for completion of monitoring forms for all projects.
12. Prepare staff salaries and deductions (including pensions).

13. Ensure staff salaries are paid each month and carry out administrative duties, including End of Year Returns and P45's when necessary.
14. Calculate payment to Inland Revenue for National Insurance, Income Tax, Statutory Sick Pay and Statutory Maternity Benefit.
15. Ensure Customers are Invoiced and Credit Control duties are carried out in a timely manner.
16. Ensure adequate insurance is in place, report any incidents/claims etc.
17. Liaise/negotiate with Suppliers to obtain the best deal for DIAL Doncaster.

Responsibilities

1. Work with the Director/Chair and the Senior Management Team and other staff to identify goals and objectives to improve office systems.
2. Maintain confidentiality at all times.
3. Payment of all expenditure.
4. Ensure that payments made by cheque, cash and debit card are properly recorded.
5. Be responsible for personnel records in relation to salaries. Calculate pro-rata holiday and bank holiday entitlements for part time paid staff, and record sickness.
6. Be fully committed to DIAL Doncaster's Equal Opportunities Policy and take personal responsibility to ensure best practice at all times.
7. Be aware of Health & Safety legislation and take personal responsibility to work within these guidelines.
8. Attend DIAL's Finance Sub-Committee meetings.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive, as the post holder may be required to undertake other responsibility and duties commensurate with the grading of the post.

In order for the organisation to achieve its goals, all staff are expected to work co-operatively, contributing to the performance of other functions as appropriate.