

Job Title:	Finance Manager
Responsible to:	CEO
Responsible for:	Finance and Collections Co-ordinator, Finance Assistant Credit Control Assistant
Hours:	16 to 20 hours per week
Holidays:	25 days per annum – pro rata

Purpose of post

To manage the finance and collections functions of the Credit Union, and to advise the CEO, Board and Finance Committee on financial management and collections issues. This post is part of the strategic management team of the credit union

Main duties & responsibilities

- Responsibility to the CEO and the Finance Committee for the financial management of the Credit Union, including treasury and budget management.
- Responsibility to the CEO and the Credit Committee for the management of the collections processes to reduce arrears and write offs.
- Ensures correct accounting practices are followed across the organisation.
- Ensure the accounts comply with the appropriate accounting standards (currently FRS 102), and with FCA, PRA and other Credit Union regulations and Company Law.
- Advises the Board on financial, accounting and treasury management policies.
- Working with a small team to ensure all financial processes are fully documented on an ongoing basis, liaises with internal auditors to ensure they are followed, and to draw to the attention of the CEO and Board to any issues of concern.
- Ensuring your team produce financial and other key performance reports are on a monthly basis for the management team, finance committee and Board.
- Assists with the strategic planning process by modelling financial and member data over a five- year rolling period.
- Advises on business and operational planning including financial modelling for grant applications.
- Draws up and monitors the annual budget in consultation with the CEO and Finance Committee.
- Overseeing the preparation of all financial returns to the FCA, PRA, DWP, Grant givers and other funding organisations as required.
- Ensures all provisions and write-offs are correctly accounted for.
- Overseeing payment processing and authorisation for all members and staff.

East Sussex Credit Union

- Responsible for payments to staff, including pensions and other deductions.
- Ensuring your team undertake timely and accurate bank reconciliations and treasury management.
- Member of the Credit Union Management Team.
- Attends Finance Committee, Credit Committee and Board meetings as required.
- Works with the Credit Union Management team on systems development, leading on accounting and financial and arrears reporting implications.
- Undertakes special projects as directed by the CEO.

General

- The post holder will undertake such other duties as may be reasonably required, and will be expected to work effectively with others in order to make a positive contribution to the work of the organisation
- The post holder will be expected to keep under review his/her own training needs and attend training or other developmental activities from time to time as appropriate
- The organisation is committed to achieving equality of opportunities in both services to the community and in the employment of people. The post holder is expected to understand and promote this and all other policies of the organisation.

Job Review

This is a description of the job as it is constituted at present. It is the practice of the Credit Union to examine periodically an employee's job description to ensure that the description accurately reflects the job being performed and/or that proposed developments are incorporated, as part of personal objective setting. It is the Board's aim to reach agreement on reasonable changes but, if such agreement is not possible, the Board reserves the right to make such changes after appropriate consultation with the post holder & the appropriate Trade Union where applicable.

East Sussex Credit Union

Person Specification Finance Manager

Requirement	Essential	Desirable
Education	AAT or above qualification	CCAB qualification.
Work Experience	<p>Strategic management experience</p> <p>At least three years accountancy experience.</p> <p>Experience of working with external auditors.</p> <p>Experience of giving high level financial advice.</p> <p>Experience of operational improvements and/ or systems development</p>	Experience of working with public, banking, voluntary or the finance sector accounts.
Knowledge	<p>IT / IS literate and able to use MS Excel and Word confidently.</p> <p>Ability to understand, develop and implement banking financial systems.</p> <p>An understanding of how the collections process impacts on the financial sustainability of an organisation.</p>	Understanding of Credit Unions and voluntary sector grant accounting.
Disposition/Attitude	<p>Self- motivated and flexible approach</p> <p>Able to work as a member of a team.</p> <p>Good communication skills to deal with a range of people including members, volunteers and directors.</p> <p>Commitment to driving up standards to meet targets and to improve customer service.</p> <p>Smart appearance</p>	