

Job Description

Post:	Finance Manager
Salary Scale and starting salary:	£28,485 to £30,153 (NJC salary band SCP 32 to 34). Proposed starting salary is £17,091 which is pro rata for 21hrs per week of a full time salary of £28,485
Hours:	21 hours per week (full time being 35 hours per week)
Employed by:	Victoria Baths Trust and Victoria Baths Trading Ltd
Reporting to:	Project Development Manager

Purpose:

Responsible for managing all of the financial activities of Victoria Baths Trust and Victoria Baths Trading Limited and supporting the Trustees and trading company directors in financial planning.

Responsibilities:

1. Take responsibility for accurately recording the finances of Victoria Baths Trust and Victoria Baths Trading Ltd using QuickBooks. This will include issuing and following up invoices, overseeing the banking of cash and payment of invoices, all QuickBook entries, dealing with Gift Aid claims and running payroll.
2. Take a lead on financial management by monitoring cash flow, preparing and monitoring budgets for the Trust and VB Trading and producing financial reports for colleagues and Trustees.
3. Ensure grant claims are made accurately and followed up in a timely manner.
4. Assist with the business planning in relation to the operation and restoration of Victoria Baths; provide financial planning support to the Project Development Manager.
5. Support the Trustees in the management of financial risk by maintaining a Financial Risk Register and supporting the oversight of financial controls. Assist with the development of policy with regard to finance.
6. Work with, and support, staff and volunteers involved with routine finance work and Friends membership administration

7. General:

- to ensure compliance with any financial objectives set by the Council of Management and the Finance Committee
- to be a member of the Trust's Finance Committee
- any other tasks as may reasonably be required from time to time

Work-related Conditions:

To attend Finance committee meetings, which may be in the evenings.

To support the Equal Opportunities Policy of the Victoria Baths Trust

To identify own training needs and take part in regular performance review with the Project Development Manager

Person Specification:

ESSENTIAL:

1. Financial and accounting skills: a thorough understanding and working knowledge of Quickbooks, the ability to accurately record and monitor a variety of financial transactions, the ability to produce and monitor budgets and produce financial reports.
2. A good understanding of the reporting requirements of funding systems appropriate to charities and social enterprises
3. Good communication and inter-personal skills, in particular the ability to deal with colleagues, volunteers and customers.
4. Excellent organisational skills; the ability to set up and maintain office systems, be self-servicing in administrative matters, plan work schedules and use time effectively.
5. Good problem solving skills; the ability to identify issues affecting the organisation's financial operation and to work collectively to solve problems.

DESIRABLE:

6. An understanding of the issues influencing the restoration of listed buildings.
7. Knowledge of Victoria Baths, its structure, history and architectural and historic significance.