

## JOB DESCRIPTION: FINANCE AND SYSTEMS MANAGER

<b>Role:</b>	Finance and Systems Manager
<b>Hours:</b>	0.6 FTE - 21 hours per week
<b>Salary:</b>	£31,500 pro rata (£18,900 per annum)
<b>Reporting to:</b>	Director
<b>Line management responsibility:</b>	Finance and Admin Assistant

### JOB PURPOSE

---

To develop and oversee robust financial planning, monitoring and accounting systems that support the long term sustainability of Cymorth Cymru

### ABOUT CYMORTH CYMRU

---

Cymorth Cymru is the umbrella body for providers of homelessness and housing-related support services in Wales. We act as the 'voice of the sector', influencing the development and implementation of policy and legislation that affects our members and the people they support. We work in partnership with members and other stakeholders to prevent and reduce homelessness and improve the quality of life for people who are marginalised or at risk of housing crisis across Wales.

Cymorth has around 100 members across Wales, made up of third sector organisations, housing associations and local authorities. Our members provide support and assistance to prevent homelessness and enable people to live as independently as possible. They work with a wide range of people, including people who are homeless, or at risk of homelessness; families fleeing domestic abuse; care leavers and other vulnerable young people; older people in need of support; people with mental or physical health problems; people with learning disabilities; and people with substance misuse problems.

**Our vision:** All people in Wales have the right to live safely and independently, managing their own lives in their own homes

**Our mission:**

Connect, strengthen and influence service providers, policy makers and partners to:

- Prevent homelessness
- Improve the quality of life and choices for the people our members support

**All Cymorth Cymru staff are expected to role model attitudes and behaviours in line with our vision, mission and values. These, and our policies and procedures are set out in the Staff Handbook. All staff must keep up-to-date and adhere to them as they form part of the contract of employment.**

## RESPONSIBILITIES

---

### **1. Ensuring that Cymorth Cymru is compliant with all its external financial obligations under Charity Law, and that effective internal financial controls are in place:**

- Preparing and monitoring the annual budget in conjunction with the Director, staff team and Board of Trustees
- Preparing the year end schedules and audit file, and managing process of annual external audit
- Preparing and submitting VAT returns electronically
- Liaising with external auditors, bankers, investment, insurance and pension advisors when required
- Completing returns to various funders / commissioners as required
- Developing and implementing appropriate policy, procedures and systems in your area of responsibility that ensure internal and external compliance, and effective financial controls e.g. accounting regulations, budget setting, financial monitoring and reporting, and finance-related IT systems
- Undertaking the role of data controller and ensuring that Cymorth and its staff are compliant with GDPR.

### **2. Being responsible for the day to day effective operational financial management of Cymorth Cymru:**

- Preparing monthly management accounts and variance analysis for review by budget holders
- Managing the administration of staff costs including pensions and staff expenses, and overseeing the preparation of payroll
- Overseeing all monthly balance sheet reconciliations and preparing related nominal ledger journals
- Supporting the development of financial management skills across the organisation, ensuring all budget holders are able to plan, monitor and review their budgets effectively
- Assisting with treasury management and investment and cash flow monitoring as required
- Overseeing the management of systems relating to office management, procurement and management of services and supplies, health and safety and information technology.
- Providing management and support to the Finance and Admin Assistant

### **3. Providing strategic financial management support to the Director, and through the Director to the Finance, Risk and Audit Committee of the Cymorth Cymru Board:**

- Managing the production of financial information for budgets, financial forecasts, reforecast and quarterly management reports for the Finance, Risk and Audit Committee and Board
- Servicing the Finance, Risk and Audit Committee
- Providing regular monthly financial reports to the Director, detailing and providing an analysis of progress against the business plan and other strategic initiatives
- Preparing financial models and budgets in support of new developments
- Identifying new funding sources and contributing to funding applications that help Cymorth to achieve its mission and objectives.

## PERSONAL QUALITIES, SKILLS AND ABILITIES

---

### ESSENTIAL:

- Commitment to Cymorth's vision, mission and values.
- At least a part qualified accountant, i.e. at finalist stage of accountancy qualification of ACCA, ACA or CIMA.
- Excellent skills in using excel, finance and payroll packages, exporting and manipulating data and producing clear visual presentations of financial information.
- Ability to manage the payroll function.
- Excellent verbal communication skills.
- Good written and presentation skills.
- The ability to report financial information clearly.
- Excellent attention to detail.
- Ability to represent the organisation over the telephone, in person and electronically in a manner that contributes positively to Cymorth's reputation.
- Ability and commitment to working as part of a team, supporting other members of the organisation in a whole organisation approach to delivering high quality services.
- Ability to support staff to reach their potential.
- Self-starter and able to work independently and autonomously.
- Ability to work under pressure and meet deadlines.
- Organised and able to manage demanding workloads.

### DESIRABLE:

- Experience of managing staff.
- Knowledge of charity law and GDPR.
- Knowledge and experience of using Sage 50 Accounts.
- Welsh speaker.