**Job Title: Finance Manager**

**Salary:** £37,304 to £42,853 depending upon experience

**Location:** Across BLGC sites and hybrid working

**Reports to: Director of Finance**

**Contract:** Permanent

**Hours:** 35 hours varied work pattern

**The Charity**

Bolton Lads & Girls Club (BLGC) is an innovative, dynamic and progressive children and young people’s charity based in Bolton. Established in 1889, our mission statement is “to enable children and young people, especially those from disadvantaged backgrounds, to live happier, healthier and positive lives by providing somewhere to go that's safe and modern, something to do that is inspiring and engaging, and someone to talk to when they need it the most”.

Open 51 weeks of the year, we provide a vast array of opportunities to improve the lives of our 4,000 active members through universal and targeted services. We employ around 100 people and have the support and commitment of 100+ volunteers. Over the last few years we have seen the demand for our services increase significantly and we’ve set ourselves a target to help more young people than ever.

**Our Vision and Mission**

**Vision**

Every young person in Bolton has the opportunity to be the best they can be.

**Mission**

We will provide great places to go, positive things to do, and people that care.

**Our Key Principles**

* Keep things simple.
* Always do the right thing.
* Offer excellent customer service.
* Provide an environment for people to be the best they can be.
* Be exceptional in the moments that matter.

**Our Values**

**Driven** **Caring**

We don’t give up and we do whatever it takes. Genuine people who care make the difference.

**Empowering Excellence**

We enable people to be the best they can be. We aim to deliver the highest standards of service and continuously improve through robust quality assurance and innovation.

**Fun**

If you enjoy what you do, you do it better! Work is

serious and we do it with a smile on our face.

**About the role**

This is a role for an experienced management accountant/finance manager with a breadth of experience in running the function on a day to day basis. Your experience and style as well as fit for our values will be more important than being qualified, but obviously both is preferable. Ideally you will have experience and knowledge of working within the charitable sector and wanting to develop further your skill set and career.

The role will report in the first instance to a part time Director of finance. Their focus will be strategic and sit as part of the Senior Leadership Team. Leaving you room to drive the day to day management of the function with potential to learn and grow the strategic side from them. You will also manage and develop a full time finance assistant.

We can offer a dynamic environment which sits well alongside our 135  year heritage. We remain avid for change and opportunities as we constantly evolve the services we offer to meet the ever changing world the young people of Bolton face. Added to this, the pressure to raise funds in an ever more difficult and competitive environment means we also need to be creative and ambitious in our approach to raising the required funds.

 **Main Responsibilities**

1. **Advise, support and report to the FD, senior / leadership team.** Provide practical and usable financial information and expertise to the leadership.
2. **Prepare Management accounts** for review by FD and wider
3. **Budget processes** - Assist with budget setting and reprofiling of budget through the year, work with and coach budget holders where appropriate.
4. **Forecasting** to support decision making and cashflow management. Also to Ensure best use of funds in the bank and ensuring sufficient funds in the current account to cover expenditure
5. **Day to day supervision of finance assistant** – including recorded 1:1 supervisions to set and monitor goals and objectives as well as coach them to develop further. Utilising the finance assistant to best effect to support with many of the below tasks.
6. **Management of day to day finance function** – such as bank reconciliation, posting to SAGE, payment preparation and authorisation, oversight of payroll prepare and post salary journal, assist the audit, claiming of Gift Aid, debtor management including debtor chasing with External Funding and Corporate Team
7. **Financial procedures and processes** -These should be continuously reviewed to identify and Implement improvements
8. **Maintain contents register** for insurance purposes (contents register in development stage)
9. **Maintain fixed asset register**
10. **Support fundraising and fundraising team** – Ad hoc reporting including for funders, reconciliation of corporate team’s patron sheet and their events with P&L Manage the restricted income and it’s release on a monthly basis.
11. **Support major events** – Here at BLGC we all get involved and use relevant skills and experience to support fundraising events. A particular example being Beer festival where you would be expected to “manage” the door in terms of payments.
12. **Manage & liaise with insurers** during the year and liaise with CEO on renewal terms
13. **Maintain own skill and development**. Advocating for resources needed to ensure you are familiar with current practices, issues, legislation and the distribution of that knowledge.
14. **To adhere to policies** on equal opportunities, confidentiality, data protection, the management of sharing information and health and safety.
15. To undertake any **other work** requested by your line manager.

**About us**

BLGC were the first youth organisation to be awarded ‘Youth organisation of the year’ by UK Youth and we are the proud recipient of the Queens Award, amongst other prestigious awards. Our charity has a strong reputation locally, regionally, and nationally. We are ambitious and aspirational and are growing.

All staff have free access to our high-quality gym during the day. You will also be enrolled into our pension plan and have access to free holiday club child-care. We offer flexible working, provide refreshments, and fruit on site and have a wellbeing offer for you to access at times when you may need it. We have a fantastic track record for professional development and training opportunities, we are committed to developing our team. Come and join us in a fun working environment, where no two days are the same!

**Fancy joining the team?**

To apply please download our application form from the vacancies section on our website [www.blgc.co.uk](http://www.blgc.co.uk) or email recruitment@blgc.co.uk.

In addition, please provide the following information:

* Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
* Any reasonable adjustments we can make to assist you in your application for the selection process.
* In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS

Please note that CVs alone will not be considered.

**PERSON SPECIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Essential**✓ | **Desirable**✓ | **Method of assessment**✓ |
| **Qualifications** |  |
|  | Degree level education |  | ✓ | A |
|  | Recognised professional accountancy qualification (CIMA/CCAB) **OR** Equivalent knowledge and experience | ✓ |  | A/I |
| **Experience** |  |
|  | Of financial processes, procedures and controls through working in a finance team | ✓ |  | A/I |
|  | Of preparing full management accounts  | ✓ |  | A/I |
|  | Of budget setting and reprofiling through the year | ✓ |  | A/I |
|  | Of working in the charity sector |  | ✓ | A |
|  | Of managing junior financial staff |  | ✓ | A/I |
|  | Of using financial software | ✓ |  | A/I |
|  | Of using SAGE software |  | ✓ | A/I |
| **Knowledge and Skills** |  |
|  | High level of spreadsheet and database capability | ✓ |  | I |
|  | Ability to influence and support others in organisation who are less “finance literate” and make information understandable | ✓ |  | I |
|  | Knowledge of variety of charitable and not for profit organisation structures |  | ✓ | A/I |
| **Personal Attributes** |  |
|  | Positive and can do approach  | ✓ |  | I |
|  | Willingness to get “stuck in” and do what needs to be done, working in and with all levels of the organisation. | ✓ |  | I |
|  | An empathy for and belief in our mission and values | ✓ |  | I |
|  | A real eye for and attention to detail | ✓ |  | A/I |

**Method of Assessment Key:**

A Application Form

I Interview