

CHURCH ACTION ON POVERTY FINANCE and BUSINESS MANAGER

JOB DESCRIPTION

Purpose of the job

The smooth and efficient management of the financial and business affairs of Church Action On Poverty, and of the financial affairs of the UK Coalition Against Poverty.

Main tasks

1. FINANCE:

a) Bookkeeping

- i) Responsible for CAP and UKCAP nominal ledgers of income and expenditure on a monthly basis using the Sage 'Sterling' package.
- ii) Responsible for supervising the checking of orders against delivery notes, purchase orders; invoices; payment of invoices and other expenses on a weekly basis.
- iii) Liaise with other CAP staff regarding the appropriate coding of income and expenditure, purchase orders and authorization of expenditure.
- iv) Supervising the banking and recording of revenue for CAP
- v) Supervising the administration of CAP's petty cash systems.
- vi) Preparation of bank and credit control account reconciliations for CAP and UKCAP by way of payroll, accruals and debtors journals.
- vii) Preparation of the accounts for the annual audit.

b) Financial monitoring

- i) Preparation of an annual budget for the organisation, in liaison with programme managers, the management team, treasurer and Officers Group.
- ii) Monitoring of levels of income and expenditure against budget; production of monthly management accounts; and appraising Treasurers and Coordinators of CAP and UKCAP of any action that needs to be taken as appropriate.
- iii) Monitoring the cashflow of CAP and UKCAP to ensure all bank accounts stay in credit and money is moved around to get the best interest.

c) Salaries

- i) Liaise with and notify any staff and salary changes to the payroll consultants to enable the preparation of monthly payrolls.
- ii) Ensure payment of salaries, tax and national insurance for all employees of both organisations, via BACS.
- iii) Handling of all financial aspects of their employment (pensions, sickness and maternity benefits etc) as required.

2. BUSINESS MANAGEMENT

a) Personnel and Staff Management

- i) Line managing CAP office staff (currently Office Manager, Administrator and Accounts Assistant) and providing support as necessary.

- ii) Convening weekly meetings of the CAP admin staff.
 - iii) Ensuring adequate personnel records are maintained for all members of staff.
 - iv) Being responsible for ensuring CAP's Staff Handbook and wider human resource policies and procedures are compliant with latest legislation and best practice.
 - v) Responsible for co-ordination of the administrative side of Recruitment.
- b) Organisational Management**
- i) Acting as Company Secretary for Church Action on Poverty, including ensuring all company, charity and payroll returns are completed and sent before deadline.
 - ii) Attending and reporting to meetings of CAP's Council of Management and Officers Group as appropriate.
 - iii) Acting as a member of the CAP Management Team, including contributing to the overall strategic planning and direction of the organisation,
 - iv) Taking lead responsibility for CAP's strategic aim of ensuring organisational sustainability and effectiveness, including contribution to the development and writing of the CAP Year Plan
 - v) Liaising with CAP's accountants, payroll consultants, bank, pensions adviser, insurers etc as necessary.
 - vi) Ensure all grant reporting requirements are completed and sent before deadline.
 - vii) Responsible for Risk Analysis for the organisation, including regularly updating the Risk Register, and advising trustees and other staff of any necessary action to take.
 - viii) Being in overall responsibility for Health and Safety for the organisation.
 - ix) Maintenance of a comprehensive filing system relating to all of the above.

Additional Duties

The nature of the work within CAP does mean that tasks and responsibilities are/can be unpredictable and varied. The post holder is expected to respond in a flexible way when such occasions arise and undertake tasks not specifically covered in this Job Description.

Accountability/reporting arrangements

- Employed by Church Action on Poverty Ltd
- Accountable to and offered line management/supervisory support by CAP's National Coordinator in the first instance.
- The postholder will also have close working relationships with the CAP Staff, Treasurer, and Executive Committee and the UKCAP Coordinator and Treasurer.

Terms and conditions

- This is a full time post (35 hours per week). CAP seeks to be a flexible employer and may be willing to negotiate reduced hours and/or flexible working.
- Salary currently set within CAP Pay band F, equivalent to the APT&C Scale PO1/2 scale points 35-40. It is CAP's usual practice to start new employees on the bottom of this scale unless evidence is supplied that the new employee has been paid at a higher level immediately prior to appointment.
- 25 days holiday per annum (plus statutory bank holidays) pro rata, rising to 30 days after 5 years.
- A salary contribution of up to 10% is payable provided the employee contributes 5%.
- A permanent post, with a 6 month probationary period.
- Further details are contained in the CAP Staff Handbook, available on request.

Person specification

A = Application; I = Interview; R = Reference

Criteria	Assessed by
Skills/knowledge	
A knowledge of bookkeeping, budgeting and financial management practices.	A.I.R.
Ability to use a computerised accounts package (preferably SAGE).	A.I
Ability to prepare monthly accounts to trail balance and undertake control account reconciliations.	A.I.R.
An ability to supervise and manage staff and delegate tasks within an office environment	A.I.R.
Knowledge of human resource and personnel management issues	A.I.R.
A knowledge of business operations processes, preferably in a voluntary sector environment	
An ability to work on own initiative and organise a heavy workload.	A.I.R.
Capacity to work to tight deadlines and under pressure.	A.I.R.
IT skills (preferably including Word 2000, Excel 2000, Outlook)	A.I.R.
Good written and oral communication skills	A.I.R.
Sympathy with the values and aims of CAP.	A.I
Experience	
A minimum of 3 years experience of finance work	A.I.R.
Experience of analysing and presenting financial information to non-finance experts	A.I.R.
Work related circumstances	
Ability to abide by CAP's non-smoking policy	I