

## Job Description

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| <b>Title:</b>           | Finance Lead                                    |
| <b>Hours:</b>           | 37½ hours per week                              |
| <b>Base:</b>            | Carers Plus Yorkshire, 96 High Street, Snainton |
| <b>Accountable to:</b>  | Chief Executive Officer                         |
| <b>Line Management:</b> | Office and Finance Manager                      |
| <b>Contract:</b>        | Open  |

### Job Summary:

The Finance Lead will work with the Office and Finance Manager to manage all financial aspects of the organisation. You will be responsible for day to day financial transactions and the keeping of accurate and compliant financial records. You will be involved in setting and maintaining project budgets and managing multiple funding streams. There will also be an expectation to support the admin team where necessary to cover for absences.

### Key Duties:

#### Finance

- To take a lead on data inputting of all financial transactions using Sage accounting software using journals, accruals, prepayments and other functions as appropriate.
- Raising invoices and credit control.
- Payment of invoices and expenses in accordance with procedures
- Monitoring and reporting on multiple funding streams and budgets
- Work with Business Development Manager to maintain a matrix of funding opportunities (secured and potential), including reporting deadlines and end dates.
- Awareness of contract monitoring requirements and timescales and support with completion of these
- To lead with quarter and year end procedures including journal entries, budget reports, cash flows and VAT returns
- To work with colleagues in supporting grant applications for clients
- Maintenance of internal financial systems
- To carry out monthly payroll routine with the Office and Finance Manager
- To maintain an asset register

#### HR and Administration

- To take a lead role (with the SMT) in the organisational use of HR resources, eg: Sage HR and Sovereign Healthcare.

- Take referrals and deal with enquiries from the public and professionals in accordance with procedure.
- To be familiar with office / admin routines to enable holiday / sickness cover within the admin team

## **IT**

- Use of various software applications used within CPY. Particularly Sage software, excel and CRM system.
- To provide immediate IT support to staff and volunteers and to facilitate access to more specialised help when required.

## **General**

1. To maintain strict confidentiality over personal information relating to individuals, being GDPR compliant
2. To understand and comply with CPY Safeguarding Policies and Procedures and undertake training as required for your role.
3. To maintain monitoring and recording systems, using Charitylog data base (training given)
4. To assist in maintaining an accurate and comprehensive information resource which is accessible to staff, carers and other agencies.
5. To support the work of individual CPY volunteers as required and requested.
6. To advise Carers Plus Yorkshire of ways to improve its own service and other services for local carers, using knowledge and experience gained from carers themselves, and to record unmet need.
7. To comply with Carers Plus Yorkshire's policies and procedures
8. To identify and agree with his/her Line Manager his/her own training and development needs and seek ways to address them.
9. To prepare for, attend and contribute to regular one-to-one supervision sessions and team meetings.
10. To provide appropriate cover for staff absences.
11. To represent Carers Plus Yorkshire at a local or regional level when required.
12. To work with the whole team to support promotion of CPY services and to undertake any tasks required to raise awareness of the services offered.
13. To take responsibility for specific pieces of 'project' work in line with agreed project work plans and in agreement with the Service Manager.
14. Any other duties as required to support the organisational priorities and Business Plan, in agreement with the Service Manager and Chief Executive Officer.
15. To be flexible with contracted hours as required by carers and Carers Plus Yorkshire and in agreement with Line Manager.

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**This job description may be reviewed in consultation with the postholder from time to time.**

October 2022