

FINANCE MANAGER JOB DESCRIPTION

Job Title: Finance Manager

Place of work: Liverpool City Centre

Hours of Work: 37.5 per week to be worked flexibly to meet the requirements of Capacity: The Public Services Lab

Salary: £40,000 - £45,000 depending on experience

Contract type: Permanent

Reports to: Chief Executive

Effective from: Immediate

Level of Criminal Records Bureau Disclosure: N/A

About the Job

Capacity: The Public Services Lab wishes to appoint a highly experienced Finance Manager to deliver and manage the core financial functions of the organisation. The successful candidate will be responsible for statutory and fiscal reporting and other applicable legislation. Additionally, they will advise the Chief Executive on investment, income and expenditure and have responsibility for the annual budgeting process of the organisation. This is a unique opportunity for a highly motivated and ambitious finance professional to shape an innovative and aspiring organisation.

Capacity: The Public Services Lab

Capacity: The Public Services Lab is an exciting collaboration between Catch22, Interserve, Big Society Capital and Clubfinance. The idea of the lab is to create a space through which public services can be re-imagined. The new economics make it clear that business as usual is no longer possible and that public bodies will need to think very differently about how they ensure the delivery of high quality public services.

Over the last 30 years, people-facing public services have become increasingly bureaucratic, hard to access, and removed from the communities they are designed to serve. This has contributed to stubbornly poor outcomes, driving spiralling costs as service users continue to develop more acute needs that could have been prevented. With conditions in many of our communities worsening, and demand for services soaring there is a need for fundamental improvement.

Solving this requires more human, user-focused services that are better able to deliver end outcomes. We believe that the voluntary and community sector can help to drive this improvement with preventative and personalised interventions along with vibrancy, innovation, relationships, social purpose, volunteers and access to communities. It is equally vital that this is done in collaboration with commissioners for services designed around achieving outcomes.

Main responsibilities

1. To advise the Chief Executive on the financial performance of the organisation;
2. To manage the financial planning and analysis of the organisation;
3. To provide regular financial information to the Chief Executive and the Board as appropriate;
4. To oversee the formulation of annual budgets and monitor their implementation, including monitoring current and future cashflow forecasts;
5. To prepare financial models for services or enterprises designed by Capacity;
6. To establish and maintain best practice in financial matters to ensure that these are conducted in compliance with the relevant statutory requirements and best practice guidelines;
7. To produce the relevant statutory accounts for the organisation;
8. To produce management information as required;
9. To prepare the annual tax return and such other returns as may be required;
10. To lead and manage all aspects of the payroll function, ensuring compliance with the latest relevant legislation, statutory filing deadlines, and internal management reporting requirements, liaising with HMRC and HR functions as appropriate.

Organisational accountabilities

Capacity's vision is a culture of collaboration, where commissioners, investors, companies and not-for-profit groups work together to achieve more with less and instigate significant change – creating solutions to achieve the very best results and the most sustainable value, across all of our public services. Through this we want everybody to have a good place to live, a purpose and good people around them to offer support.

To support this vision, you will be expected whilst working within Capacity: The Public Services Lab to be:

- Motivated to achieve success and inspire others to do so in a positive manner.
- Take strategic action to resolve situations and learn from challenging experiences.
- Work collaboratively in order to ensure that Capacity's strategic direction core values and strategic objectives are achieved.
- To make sure that you read, are familiar with, and follow all Capacity policies and procedures.
- To uphold the Capacity equal opportunities policies and practices in carrying out your main responsibilities.
- To undertake any other duties which, can be reasonably expected of you within the level of your job.

Person Specification

Criteria		Essential (E) Desirable (D)
Qualifications & experience:	<ul style="list-style-type: none"> • Educated to degree level – 2:1 Finance, Mathematics or any relevant subject; • Qualified membership of a recognised professional accountancy body (e.g.CIMA); • Significant experience and competence in all operational aspects of company financial work; • Experience of successful financial management in a small organisation; • Experience of using accounting and payroll software successfully, Sage (or similar) 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
Skills & abilities:	<ul style="list-style-type: none"> • Excellent verbal and written communication skills; • High level of ICT literacy with experience of producing regular management account information; • Strong interpersonal skills with the ability to manage and mentor team members 	<p>E</p> <p>E</p> <p>E</p>
Personal attributes:	<ul style="list-style-type: none"> • Socially minded with a strong sense of social justice; • Professional manner and attitude; • High standards of honesty and integrity; • High levels of self-motivation; • An understanding of the challenges facing the Third Sector during this political period 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>