

JOB DESCRIPTION

| | | |
|------------------------------|---|--------------------------------|
| Job Title | - | Finance Manager |
| Reports Directly to | - | Chief Executive Officer |
| Direct Reports | - | Finance and Admin Officers (2) |
| Indirectly Reports to | - | n/a |

Our Story

We are a well-established and successful social enterprise and charity which provides employment, skills development and volunteering opportunities for adults with learning disabilities or autism. We sell goods and services to individuals and private businesses. All profits or surpluses are always reinvested back into the company to fulfil our social and environmental purposes. We are committed to giving people with disabilities the opportunity to participate in a supportive and inclusive work environment, free from stigma and discrimination. Everyone is valued for their abilities and are appropriately supported and encouraged to fully participate in all aspects of running our busy enterprises. Each enterprise supports a range of volunteer skill development placements and supported employee positions.

Our Vision & Values

Everyone regardless of disability should have the opportunity to work if they so wish. Given the right conditions, all adults have the potential to contribute to our local economy and in doing so will learn to value themselves and others.

| | |
|-----------------------|--|
| Respect | We recognise each other's differences and show consideration for one another |
| Equality | We believe that everyone contributes equally to the success of our organisation and as such will be valued and appreciated |
| Fairness | We are committed to the principles of social justice and opposing prejudice |
| Excellence | We believe in working hard to ensure we are the best we can be for our participants, staff, and customers |
| Accountability | We account for our activities, accept responsibility for them, and to share the results in a transparent manner |

Key Responsibilities

The purpose of role is to manage the financial accounting, reporting and control activities for COPE Ltd, ensuring they are carried out efficiently and in line with good practice.

This role includes line management of the Finance and Admin Team (currently two part time staff).

Working to deliver the vision, culture, strategic direction, and goals set by COPE Ltd Board of Directors by taking responsibility to: -

- Assist the Senior Management Team (SMT) to develop and manage the business activities of COPE Ltd in relation to approved budgets and required insurance and industry standards
- Own the COPE Ltd Budgeting and forecast model and lead the financial reporting systems of COPE Ltd in conjunction with the organisational business plan, presenting accurate, detailed and accessible financial forecasting, expenditure analysis and information to other members of the SMT and Board of Directors as requested.



- Monitor and analyse revenue margin profitability and recommend appropriate action plans.
- Lead the process of developing a rolling strategic finance plan for COPE Ltd.
- Participate in fundraising for COPE Ltd by providing relevant financial data and working with other members of the SMT to submit funding applications to an agreed plan.
- Jointly responsible with the Business Manager to lead the yearly Stocktake process in conjunction with the Team Leaders to ensure the accurate account of the quantities and condition of items held within the organisation
- Work with the management team to understand and monitor the range of health and safety requirements of the organisation and to give proportionate attention to each of them
- Lead the management of accounting and payroll systems (currently use Xero and Brightpay), to enable preparation of quarterly management accounts for the organisation and grant awarding bodies.
- Manage other members of the Finance and Administration Team to ensure Income and Expenditure are recorded accurately and promptly, with timely invoicing and payments, and that cash flow projections are regularly updated
- Act as a lead liaison with the financial auditor in relation to the preparation and approval of annual accounts and any subsequent reports
- Act as lead liaison with COPE Ltd Group pension provider to ensure all legal requirements are met
- Monitor and maintain all relevant OSCR, SORP, VAT, HMRC, Companies House and insurance requirements
- Work as part of a strong and connected senior management team which promotes organisational values, adherence to policy and procedures and good practice at all times.
- To carry out any other duties required by the Board of Directors in line with COPE Ltd operational plans

About You

To be successful in this role you will have a:

- Formal accountancy qualification from a recognised accountancy body and a minimum of three years' experience in a similar role.

To be successful in this role you will have: -

- Strong attention to detail and great analytical and numeracy skills and the ability to model scenarios and sensitivities.
- Experience of delivering concise and accurate reports to Trustees, SMT and outside stakeholders and partners to strict deadlines
- Experience of working with teams to manage services within a budget, use initiative, think laterally and to meet deadlines and produce quality work under pressure
- Experience of managing staff within a finance function
- Teamworking skills and empathy with the organisations Core values
- Understanding of fundraising for a charity or third sector organisation
- Ability to obtain and maintain PVG requirements.