
Main Duties

Annual Reporting

- Prepare detailed operations budgets showing anticipated income and expenditure by hub and by school.
- Providing final budgets to Hub Managers by hub and by school
- Prepare detailed operating cash flow forecast showing funding flows and defining funding gaps
- Prepare annual audit file for inspection and prepare year-end statutory accounts
- Work with charity auditors at year end and deal with necessary correspondence
- Submitting returns to the Charities Commission and Companies House

Monthly Reporting

- Prepare monthly management accounts with reference sheets (from SAGE).
- Analyse expenditure trends and seek remedial action with operations staff where necessary.
- Prepare monthly finance report for board and senior management team.
- Implement and update appropriate financial controls throughout the organisation
- Maintain and update charity fixed asset register
- Chase up non-payment of income from schools
- Pay creditors in accordance with payment cycles.
- Carry out variance analysis on each school/hub programme and recommend appropriate remedial action.
- Continually review and update finance and management operations procedures and ensure compliance in all schools and hub locations.
- Assist Chief Executives and Trustees in risks assessment and review.
- Maintain monthly Finance files.

Payroll

- Maintain charity payroll.
- Ensure HMRC tax returns are completed including P35, P60's and tax, NI and other payments are made on time
- Maintain pension scheme collect contributions and issues to pension's provider.
- Maintain monthly payroll files.

Company Secretary

- Attendance at Quarterly Trustees meetings (early evening)
- Filing of all statutory forms, annual returns, accounts and resolutions
- Maintaining Statutory Registers
- Providing members and auditors with notice of meetings
- Keeping minutes of directors/general meetings

Other Duties

- To meet with Chief Executive to review operational issues and performance
- To attend senior managers meetings.
- To carry out any reasonable duties as required

Terms and Conditions:

Salary: Range £35,000 to £38,000 pro rata payable monthly in arrears

Holidays: 30 days pro rata plus bank holidays pro rata

Hours: 2 days per week – maternity cover

Terms: Terms and conditions are laid down in the Staff handbook