



Job title	Finance Manager (Interim)
Reporting to	Chief Executive Officer (CEO)
Location	Home based (pref. Hampshire/IOW based); Some limited travel within Hampshire
Hours	30 hours per week
Salary	c£45K FTE
Contract	Part time, permanent
Responsible for	No direct staff management; supported by Office Administrator

Background

Hampshire & Isle of Wight Community Foundation (HIWCF) is an independent charitable foundation and the largest grant maker to specialise in awarding grants to community and voluntary organisations working with people in need solely across Hampshire & Isle of Wight. We work as part of a national network of 47 UK Community Foundations that provide strategic charitable advice and grant-making to positively impact local communities. HIWCF manage grant programmes from our endowment funds and from “Flow Through” funds from statutory bodies, companies and other grant-making bodies (eg Arts Council England). HIWCF’s annual grant making to support the most vulnerable and disadvantaged people living in area has risen to c£2m p.a.

Job Description

We are seeking an experienced and qualified accountant to work with us on part time (30 hours per week) permanent basis. This is an exciting time to join HIWCF with a new CEO in post with plans for tech transformation and an ambitious strategy to increase philanthropy and grant making. HIWCF occupies a unique place in the charitable sector within Hampshire & Isle of Wight, and this post offers the right candidate to gain a very strong understanding of the vital work done by hundreds of community groups around the area.

Purpose of role

Responsible for the financial propriety of the Charity through: Delivering all HIWCF accounting functions and controls; providing timely and accurate management accounting information to CEO, Treasurer and Finance & Investment Committee (FinComm); managing and reporting on c£17M assets under management; supporting the ESF/SSE Contract Manager with financial management of and reporting on ESF/DWP contract; managing relationships with investment houses and key statutory bodies – eg Companies House, Charity Commission and HMRC; providing the Secretariat function for FinComm.

1. Key financial tasks

- Production of quarterly management accounts including investment management & reporting, bank reconciliations, Sage and Digits (Salesforce Classic CRM) reconciliations and quarterly cash flow statements
- Quarterly preparation of financial transaction submission for DWP as part of European Social Fund (ESF) contract, and day-to-day support on the financial requirements for this contract
- Undertaking all day-to-day financial tasks including paying invoices, raising purchase orders, Payroll, paying grants and financial tasks for fund management
- Preparation of all finance documents for both the full Board meetings and the FinComm meetings and providing the Secretariat function for FinComm
- Managing the annual Audit including production of year-end financial accounts in accordance with the SORP
- Assisting the CEO to ensure the Charity's risk register is update to date and realistic
- Support the wider team with budgets for tender documents or any other purpose

2. Other operational tasks

- Hold the Charity's relationship with regulators and certain service providers including the Charities Commission, Companies House and HMRC
- Manage the interface with financial service providers such as investment/asset managers, bankers, external auditors
- Support the CEO and colleagues with financial information as and when needed

3. General

- Provide an efficient, accurate and empathetic service
- Work cooperatively, flexibly and supportively as a member of the team
- Maintain confidentiality
- Undertake any other duties, which may, from time to time, be required to meet the needs of the organisation

Person Specification

Essential

- Qualified accountant with experience working with the complexities of charity reporting
- Experience of statutory reporting including Statement of Recommended Practice (SORP)
- Confident to present financial data at Board level
- Ability to work methodically and to strict deadlines
- Experience of working on own initiative and as part of a small team
- Experience in Sage, Salesforce Classic and other relevant IT functions applicable to this role
- Commitment to equity, diversity and inclusion

Attitude

- Hands on and "can do" approach – willing to do the big thinking and equally willing to do the small tasks, and unafraid of a challenge
- Creative thinker who understands that accounting isn't just about "the numbers"
- Willingness to learn and share ideas and to give and receive constructive feedback
- Maintain confidentiality

Desirable

- Experience of working in an investment management environment or with Investment Managers
- Experience of working with ESF contracts
- Experience of working within a grant making / grants management environment
- Knowledge of the voluntary and community sector in Hampshire and the Isle of Wight
- Experience of working in a client facing environment
- Work co-operatively, flexibly and supportively as a member of the team