

## Yada Finance Manager Job Description

*Finance*

### Role Description

The Finance Manager is responsible for supporting the Yada Manager with the financial administration of the charity, in particular the management of the monthly bank reconciliation, monthly management accounts, payroll, pension administration, HMRC responsibilities, gift aid, annual budgets and accounts. Training will be provided.

Line Manager: Yada Manager

**Hours/Days:** 7-8 hours per month, flexible working over two days, during the second and fourth weeks of the month, plus ad hoc quarterly/annual responsibilities

**Wage:** £13.40 p/h

**Start date:** November 2023

**Contract:** 1 year fixed term, subject to funding

**Location:** Yada Offices, Worthing

### Key responsibilities:

#### Finance

- Oversee completion of the monthly bank reconciliation (Excel)
- Prepare monthly management accounts (Excel)
- To update/maintain our Funders Summary (Excel)
- Process all invoices for payment (twice a month)
- Oversee and manage monthly payroll (Payroo)
- Manage staff pension scheme and payments (NEST)
- Manage income tax and NI payments to HMRC
- To support Yada Manager with preparation of the annual budget
- Prepare quarterly finance report for the Yada Manager/Trustees
- Prepare and submit quarterly Gift Aid claims
- Prepare annual Gift Aid statements for donors
- Prepare Annual Accounts (cc16a)
- Comply with financial policies and procedures
- Monitor cash reserves and investments

## Person Specification

### Essential:

- Experience of financial administration including bank reconciliation, management accounts, and payroll
- The ability to work independently without regular supervision and effectively prioritise work responding to changing external demands
- Proficient use of Excel
- Able to work effectively with staff members
- Good organisation skills
- Willingness and openness to learn
- Flexible and comfortable with change
- Proven IT skills such as email and Google Drive
- Ability to work within Yada's vision, mission and Enthusiasm and Christian ethos
- Fluency in English (written and spoken)

### Desirable

- Experience of managing volunteers
- Experience of Pension and Gift Aid administration
- Experience of drafting budget and annual accounts
- Experience with reporting
- Experience of finance policies and procedures

Please send a CV and cover letter, addressing the job description and person specification, to [helen@yadauk.org](mailto:helen@yadauk.org) by midnight on Friday 29th September. Interviews will take place on 9th/10th October.