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| Finance Manager **Job Description and Personal Specification** |
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| **Job title:** | Finance Manager  |
| **Place of work:** | Brasted /PTS/ Flexible (with requirement for travel) |
| **Hours of work:** | Monday to Friday, 37.0 hours per week |
| **Salary/Grade:** | Grade H |
| **Reports to:** | Head of Commercial Finance  |
| **Level of screening:** | N/A |
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| Who we are |



Catch22 is a social business which design and delivers services that build resilience and aspiration in people and communities. We believe that people can thrive when they have a good place to live, good people around them, and a fulfilling purpose. [We call these our '3Ps'.](https://www.catch-22.org.uk/about/our-vision/)

All Catch22 services deliver at least one (and often all three) of these outcomes.

 If you share our values and commitment to transforming people’s lives, get in touch!

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| Where you fit in |
| **About Catch22’s Corporate Services****Corporate Services**Our corporate services in Catch22 include Finance, IT, The People Team, Health and Safety (incorporating human resources, learning and development and employee relations), development (including business development, partnerships and communications). We service staff across the Catch22 hubs: Justice, Education, Employability and Skills and Young People and Families.**About the Commercial Finance Team** The Commercial Finance Team is responsible for managing the financial planning and financial performance of Catch22 and its subsidiaries. They ensure that we have monthly management accounts for the organisation and responsible for the various analysis. The team is responsible for the monthly rolling forecast, forecasts F4+8 and F8+4 and the annual budgeting cycle. In addition, the team play a central role in the long-term forecasting of the organisation beyond the annual budgeting cycles by ensuring that they can stretch the planning to the expiry of the contracts. The team is also the focal point for all finance modelling and finance risk and opportunity appraisals for all bids that the organisation pursues. The maintenance and update of the contract registers is also a part of the team’s responsibility ensuring the understanding of contracts and keeping records thereof. The annual external audit is a key part of the organisation’s statutory compliance, and the commercial finance team are a key part of liaising with external auditors on various requests on the finances of the contracts we deliver. The team are also the go to personnel for all commissioner finance reporting requirements. The other responsibilities include approving of advertising for vacancies, approval of POs and other ad hoc approvals. The team is also responsible for ensuring balance sheet items are fully compliant with accounting standards. **Education**Catch22 provides young people aged 4 to 18 with alternative and special education in order for them to progress and succeed in sustained education or employment. We do this through high quality teaching and learning based on effective relationships that enable the achievement of life skills and meaningful qualifications.**Employability and Skills**We work with employers and individuals to provide sustainable jobs for everyone. Through our local and national partnerships in London, Essex, Bristol and Liverpool, our services help people who have struggled to find work through conventional routes.Case workers base themselves in the heart of communities and reach out directly to individuals. Our tailored service removes significant barriers to work and enables employers to reach the hardest to reach individuals.We also run a number of Colleges, offering learning and training opportunities for students aged 16-19 who, for whatever reason, don’t want to stay in a traditional academic environment. We provide our students with a different option – the opportunity to carry on their learning in a smaller, highly supportive environment where the focus is on providing learning and training options to help you gain the skills, qualifications and experiences students need to achieve their goals in life.**Justice**Catch22 delivers offender management, resettlement and gangs work in prisons and in the community. At the heart of our rehabilitative and restorative work is the belief that relationships are crucial to effective desistance from crime.Catch22 run 21 justice services across 18 prisons. Our diversion and rehabilitation justice work is based on:* a thorough assessment of risk and need
* interventions that are tailored to meet the needs of each service user
* forming high quality relationships that are designed to promote engagement and desistance
* working with local partners and service experts to ensure the best use of different skills, knowledge and resources available

**Young People and Families**Catch22 delivers a wide range of integrated support services designed to help resolve complex difficulties experienced by young people and their families/carers.Support is provided to people who find themselves in a range of circumstances; they may be missing from home or have emotional, housing or substance misuse issues. We also support families where parents/carers are experiencing domestic abuse, substance misuse, emotional issues, homelessness or unemployment. Whatever the situation, we work alongside young people and their carers to find a way of stabilising their lives. |
| Main Duties & Accountabilities |

* Assume financial management responsibility, in support of the Head of Commercial Finance and assist in other operational areas as necessary.
* Manage accounting procedures, ensuring timely processing of information and production of management accounts and commentaries on the financial situation in those operational areas and services to corporate timetables.
* Help to prepare annual budgets, latest forecasts, 3 years forecast and commentaries for those operational areas and services to corporate timetables.
* Advise operational directors and service/budget managers on the financial management of their activities and provide coaching as appropriate.
* Prepare budgets for services and/or activities, Monitoring and reviewing those budgets thereafter to ensure funds are being maximised, are applied appropriately and costs are managed effectively.
* Assist with the development of finance systems.
* Participate in reviews and analysis of financial operations as required.
* Prepare regular management reports and statements for submission to funders, sponsors and senior management.
* Assist in the development of proposals in support of directorate business development opportunities.
* Keep abreast of financial and accounting developments particularly across the third sector;
* Seek to improve own performance, contribution, knowledge, skills and participate in training and developmental activities as required;
* Ensure the implementation of Catch22’s Equality and Diversity policy.
* Comply with Health & Safety policies and procedures.
* Carry out such other relevant duties as required by the Head of Commercial Finance.

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| What does good look like for this role? |

Working towards a recognised professional accounting qualification, with relevant Charity sector knowledge.

You will have all-round experience of planning, budgeting and forecasting, and able to provide and analyse management accounts.

A person with strong commercial awareness and excellent communication skills, able to support both finance and non-finance staff effectively.

You will have the ability to demonstrate initiative and a proactive approach to work, able and comfortable to work unsupervised and work across teams to solve problems.

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| Organisational Relationships |

* Report to the Head of Commercial Finance and through to the Chief Financial Officer
* Work collaboratively within the finance team to ensure high quality finance support to the business and the production of timely and accurate financial management information
* Fulfil a financial advisory role to non-financial managers and staff as appropriate
* Liaises with external stakeholders, e.g. funders, commissioners, and auditors as appropriate.



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| Job Title: Person Specification |
| **COMPETENCY** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| **QUALIFICATIONS** | Working towards a recognised professional accounting qualification (e.g. CIMA, ACA, ACCA, CIPFA) or qualified by experience with a thorough practical understanding of management accounting principles and techniques |  | Qualification certificationInterview/Selection Process |
| **KNOWLEDGE** | * Knowledge of Charity accounting and Charity SORP.
 |  | Application FormInterview/Selection Process |
| **EXPERIENCE** | * Experience in producing management accounts and budgets/forecasts.
* Experienced in contributing to the development of business development proposals (bids, funding applications, acquisitions, etc.)
* Experienced in using Finance Accounting systems
 | * Experienced in using Access Dimensions and Access inXL reporting
* Experience gained in both a charity and commercial environment.
* Experience of working in a multi-site/contracting organisation.
* Experience of training and coaching non-finance staff.
* Experience in a devolved budget-setting environment.
 | Application FormInterview/Selection Process |
| **SKILLS & ABILITIES** | * Strong Excel spreadsheet skills and a demonstrable understanding of how to extract and analyse management information from core business systems
* Excellent communication skills – must be able to establish strong and professional relationships with colleagues.
* Ability to communication complex financial issues to non-financial staff, both verbally and in writing.
* Ability to prioritise and meet tight deadlines.
* Ability to work autonomously.
* Used to working in a fast moving environment
* Organised and methodical at completing tasks in accordance with agreed plans.
* Ability to manage and work flexibly as an active member of a lively, busy team
* Attention to detail
 |  | Application FormInterview/Selection Process |
| **OTHER** | Share Catch22 valuesAwareness of and commitment to Equality & DiversityWilling to travel and work flexiblyDesire to develop and undertake training as required |  | Application FormInterview/Selection Process |