

Job Role:	Finance Manager
Responsible to:	Chief Executive
Working Hours:	21 hours per week
Salary:	£35,745 - £39,880 per year (FTE 36 hours), pro rata for 21 hours £20,851 to £23,264 - subject to skills and experience
Contract:	1 Year
Leave:	15 days per annum for 21 hours plus pro rata bank holidays
Pension:	5% Employer Contribution

Background

Jimmy's Cambridge is one of Cambridge's leading providers of support and accommodation to people who are and have been experiencing homelessness. We aim to help people get people off the streets and into their own home, backed up with all the support we can offer from our talented and committed team of staff, volunteers and partners.

Jimmy's currently runs a range of services in Cambridge: -

- 24/7 emergency accommodation service based on East Road, with 26 beds, where people stay with us generally from 28 – 56 days.
- People can then move onto one of our 9 shared houses, where we support people for up to a period of 2 years, while helping them to more sustainable accommodation.
- Controlled Drinking Project, supporting people who are alcohol dependent to control and reduce their alcohol consumption.
- Extended or 'floating' support, where we support people who have moved on from Jimmy's accommodation, but still need our help.
- Emergency winter service (SWEP), providing an extra 26 beds during colder nights between October and March in a partnership with the City Council.
- Coming Soon – 6 new single-occupancy modular home, in a partnership with Allia Future Business.

We have relationships with many people, organisations, businesses, and partners across Cambridge and beyond, who support the work that we do in many different ways – we could not operate without them.

Purpose of the Role

The organisation's focus is to use as much of our time, funding, and resources on supporting people who are experiencing homelessness. To do this well, we need efficient, excellent services that support the organisation and support the teams.

This role will lead on managing Jimmy's finance operations, in conjunction with the Chief Executive.

Context of the Role

At the moment we do not have a Finance Manager. The Finance Officer is going on maternity leave from the end of October. Therefore, we have decided to recruit a Finance Manager for 1 year, and

to contract out the core financial processing to our accountants who are currently and will continue to produce our quarterly management accounts. An admin assistant will ensure all invoices are scanned etc. for the accountants.

We need someone who is able to start in October ideally, or early November.

Working Hours

While this role will work predominantly day-time Monday to Friday, there will be a planned occasional requirement to work evenings to attend Trustee meetings, including the Finance Committee. Both take place once a quarter.

The location of this post is flexible; however, we would like to employ someone who is either able to work solely from the office or is able to mix working from the office and from home.

How to Apply

To apply, please send us your CV and a supporting statement setting out how you meet the requirements set out in the Person Specification, both no more than 2 sides each, and an Equal Opportunities Monitoring Form. Closing date for applications is 25th September 2020 at 12 noon. We will be holding first stage interviews virtually week commencing 28th September, with a second stage in person. To apply, and any questions, email officeadmin@jimmyscambridge.org.uk. The post is subject to an enhanced DBS check.

Key Responsibilities

- Provide strong and effective management of the finance function, in conjunction with the Chief Executive and Trustee Finance Group
- Provide Jimmy's with analysis, data, and insight in relation to our finances
- Oversee the preparation of management information and communicating of financial performance
- Manage the process of annual audits carried out by external auditors
- Prepare the annual budget and ongoing proactive management of the budget
- Responsible for statutory reporting and compliance
- Contractual management of our external accountants who will be responsible for carrying out the following: -
 - Processing of supplier invoices and receipts
 - Processing of income transactions
 - Processing of petty cash receipts
 - Reconciliation of bank accounts
 - Salaries/expenses payments
 - Twice month supplier payments
 - Raise sales invoices and credit control services
 - Production of quarterly management accounts
- Management of accounting software
- Management of live banking
- Management of payroll, contracted out to a payroll provider
- Monitoring and controlling actual expenditure against budget
- Month end journals
- Cash flow management

- Develop an understanding of rental income, principally from housing benefit, to ensure all income is collected with the support of the team, helping the Head of Services set up new ways of working as appropriate.

General

- Advocate for the interests and wellbeing of people experiencing homelessness at all times.
- Promote and sustain a positive, enabling culture that motivates staff and rewards good performance.
- Support the Chief Executive to continue to develop a culture of transparency and proper staff engagement in improving the organisation.
- Ensure visitors, volunteers and staff operate safely within the workplace in accordance with statutory health and safety requirements.
- Contribute to the delivery of Jimmy's vision, core values and goals, providing a clear sense of direction and purpose.
- Through personal example, commitment and clear action, value and celebrate the diversity of the community in Cambridge, ensuring equality of access and treatment in employment and service delivery.
- Work with the CEO, fundraising staff, and volunteers' team to maximise opportunities for income generation and sustainability in support of both existing and new service models.

This list of responsibilities is not exclusive nor exhaustive as the post holder may be required to undertake other duties and responsibilities commensurate with the nature of this role.

Jimmy's Core Values

1. Confidentiality
2. Honesty
3. Inclusion
4. Professionalism
5. Passion for the work we do
6. Empathy
7. Respect

Person Specification Essential

Experience and working knowledge of charity finance and accounting

Experience with budgeting, investment management and pension liabilities.

Knowledge of the legal and governance requirements relevant to a charitable organisation.

Demonstrable level of effective organisational and project management skills, and ability to work well within a busy, multi-disciplinary team and office environment.

Ability to handle deadlines against changing or conflicting priorities.

Willingness to be 'hands on' as may be occasionally required, in order to ensure the Jimmy's is run effectively and efficiently at all times.

Excellent communication skills.

Conversant with Microsoft Office 365, including excellent Excel skills, and an awareness of how this and other technology might best be applied to support Jimmy's.

Experience of managing and monitoring performance to meet agreed performance indicators.

Evidence of continuing professional development in relation to one or more of the main responsibilities of the role.

Desirable

Finance qualification, or a qualification where Finance is a core component.

Understanding of the needs of people who are experiencing homelessness and their associated challenges.