

<b>Job description</b>	
<b>Job title</b>	Finance and Reporting Manager
<b>Grade</b>	
<b>Directorate</b>	Knowsley Youth Mutual
<b>Section/team</b>	
<b>Accountable to</b>	CEO
<b>Responsible for</b>	Admin Office
<b>Date reviewed</b>	

### **Purpose of the job**

The purpose of the role is to provide leadership on all financial and reporting matters within the organisation.

### **Job description**

1. Budgets
  - a) Prepare annual budget for the organisation, ensuring balance of 'top-down' and 'bottom-up' approach.
2. Management accounts
  - a) Prepare monthly management accounts.
  - b) Prepare regular finance pack for Board.
  - c) Prepare monthly internal reports (for CEO and SMT), and external reports (for funders) on progress vs budget, and forecasts ahead. Engage budget holders in the process.
  - d) Provide regular reports on cashflow, and forecasts ahead.
3. Financial systems
  - a) Ensure financial controls are fit for purpose, implemented effectively, and developed ongoing.
  - b) Ensure financial systems are fit for purpose, and implemented effectively, and developed ongoing.
  - c) Review the current payroll system and options ahead e.g. to bring in-house.
4. Audit and statutory reporting
  - a) Liaise with external auditors to ensure annual audit is completed on time.
  - b) Ensure annual report is completed on time.
  - c) Ensure compliance with all requirements of company, charity law, and statutory obligations.
  - d) Complete quarterly VAT reporting.
  - e) Manage relationship with HMRC, FCA, and banking partner.

5. Monitoring & Evaluation
  - a) Ensure systems (IYSS) are in place to record and report on KPI data for programmes and contracts.
  - b) Provide operational colleagues with proactive analysis on performance vs. contracts (Crystal Data?)
  - c) Ensure adequate capability and compliance across the organisation to record information (via IYSS).
  - d) Develop an overall strategy to ensure we are effectively measuring and demonstrating the impact of the organisation (e.g. impact framework, longitudinal measurement).
6. Contract appraisal and Business Development
  - a) Ensure new funding applications include accurately costed budgets.
  - b) Evaluate all existing contracts to ensure financial viability and performance.
  - c) Consider and propose expenditure efficiencies.
7. Line management
  - a) Provide line management responsibility for Finance Management Assistant
8. Leadership
  - a) Provide leadership on all financial and reporting matters within the organisation, as an active member of the SMT.

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

### **Health and safety**

- To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities
- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals at risk or in danger
- To engage in and seek appropriate training and development opportunities.

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect Knowsley Youth Mutual's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.