



## **Business Support Manager- Finance lead**

**Reporting to:** CEO

**Hours:** 2-3 days per week\* (15-22.5hrs)

**Salary:** £30-40k\* pa pro rata dependent upon experience

*\*Some flexibility may be possible for the right candidate with exceptional experience*

**Base:** Flexible home working available with some travel to the office in Pembrokeshire

### **JOB PURPOSE**

To work closely with the CEO and managers to fully support our financial monitoring, management and performance with ongoing management accounts, budget monitoring and supporting with annual audit cycles.

Managing overall charity finances as well as supporting with service and project information for specific funders and reporting.

### **PRINCIPAL RESPONSIBILITIES**

- To uphold the ethos of Sandy Bear Children's Bereavement Charity in what is offered to families.
- To ensure all financial details held are retained and managed within GDPR guidelines and financial best practice.
- To implement robust financial management systems in-keeping with the charities current and future needs as a small, but growing organisation.
- Working as an integral part of the team to provide support and guidance on income, expenditure, and cash flow positions on a regular basis.
- Management of the financial processes and procedures to ensure we meet regulatory compliance and can draw on more detailed information specific for different funders and supporters.
- To provide headline figures for the board and management team so we can monitor and manage through strategic review and operational delivery.
- Work closely with the CEO, management team and appointed accountants for the purpose of annual audits.



## GENERAL TERMS AND CONDITIONS

### Equal Opportunity

All employees must comply with Sandy Bear's Equal Opportunity Policy and must not discriminate on the grounds of race, colour, nationality, ethnic or national grounds, sex, marital status, disability or any other grounds which cannot be shown to be justifiable.

### Health and Safety

All employees are subject to the requirements of the Health & Safety at Work Act. The post holder is required to ensure that his/her work methods do not endanger themselves or others.

### Data Protection/Confidentiality

All employees are subject to the requirements of the Data Protection Act 2018 and must maintain strict confidentiality in respect of client and staff records and information.

### Variation

This job profile is not intended to be a complete list of duties and responsibilities but as a guide for information and may be reviewed in the light of evolving needs and as part of an individual's personal development plan. Any changes will be made following discussion with the post holder.

## PERSON SPECIFICATION

REQUIREMENTS	ESSENTIAL	DESIRABLE
EDUCATION, TRAINING AND DEVELOPMENT	<ul style="list-style-type: none"> <li>Accountancy or Book-keeping qualification, or knowledge by experience</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of charities and how they operate.</li> <li>Experience of using SAGE or similar</li> </ul>
KNOWLEDGE/ EXPERIENCE	<ul style="list-style-type: none"> <li>Experience of working in an office environment</li> <li>Knowledge of the challenges and opportunities within the voluntary sector</li> </ul>	<ul style="list-style-type: none"> <li>Experience of dealing with people in a customer facing environment</li> </ul>
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>Ability to work alone and within a multidisciplinary team.</li> <li>Excellent communication skills</li> <li>Good IT literacy</li> </ul>	

# SANDY BEAR

PERSONAL QUALITIES	<ul style="list-style-type: none"><li>• Excellent communicator</li><li>• Positive attitude, energy, and drive</li><li>• Passionate about supporting the voluntary sector.</li><li>• Works with a methodical approach with good time management skills.</li></ul>	
OTHER REQUIREMENTS	<ul style="list-style-type: none"><li>• Whilst the role can largely be fulfilled remotely. There will be occasions where a presence will be needed for aspects of the role in person. Therefore, the ability to travel to West Wales on occasion will be a vital part of the role (Expenses covered)</li></ul>	