

# TRANSFORM YOUNG LIVES

- ♥ Job Role: Finance Manager
- ♥ Salary: Up to £43k pa pro rata
- ♥ Part- time / flexible
- ♥ Reporting to CEO





FREE GYM ACCESS



FREE MEAL ON SESSION



33 DAYS LEAVE PRO RATA  
(INCLUSIVE OF BANK HOLS)



TRAINING AND  
DEVELOPMENT  
OPPORTUNITIES



BIRTHDAY LEAVE



FREE MEMBERSHIP & HOLIDAY  
CLUB FOR YOUR CHILDREN\*

## Lively, fun, 'sick'... these are some of the words our members use to describe Inspire.

Working with young people age 8-19 (25 with additional needs), we transform lives, helping them be the best they can be.

Opening in 2018, we're 5 years old, and in those 5 years, we haven't stopped learning, and we haven't stopped developing. From a global pandemic to the cost of living crisis, we are there for young people when they need us and adapt to their ever-changing needs.

Open 7 days a week when schools are shut, at our most basic, we provide **somewhere to go, something to do, and someone to talk to.** Our 'see it to believe it' facilities give young people access to a range of activities, opens doors to a world of opportunities, and provides the perfect space to develop new relationships with both peers and positive role models.

Through our doors you'll find; a 3G pitch, gym, sports hall, climbing wall, dance studio, music room and much more.

Inspire isn't just be a place to go, it's a place to grow. And that's as much about young people as it our staff team.

There's so many perks to joining our staff team!

Our Culture



Committed



Supported



Ambitious



Present



Inspirational

# THE ROLE

As Finance Manager you will be responsible for professional financial management and reporting services, providing a high-level of management accountancy. This is a unique role, ideal for someone who is an experienced charity accountant with a desire to work with an innovative, young person-centred organisation.

This role would suit someone who has sound technical knowledge of current accounting regulations, combined with the ability to communicate financial information to a wide variety of individuals, some with no financial background whilst others are experienced professionals.

## KEY RESPONSIBILITIES

### **Strategic Leadership.**

- Work closely with the Chief Executive and Trustee with responsibility for Finances, to develop and deliver Inspire's Financial strategy, developing clear KPI's and associated targets.
- Contribute to the wider strategic planning of the charity, shaping long term goals with a view to long term sustainability and measured growth.
- Lead on the preparation and submission of the annual audit, working alongside external auditors, developing draft accounts in accordance with current legislation and preparing information as required.
- Lead on the organisation and co-ordination of the Finance Management Sub-Committee.

### **Finance and Resource Management.**

- Prepare monthly management accounts to include P&L, forecasts, cash flow, balance sheet and dashboard.
- Monitor, analyse and problem solve financial information, managing cash flow, investments and cash accounts to achieve the best possible return for the charity.
- Lead on maximising the impact of funds raised and managing spend for the organisation, ensuring best value and a constant focus on cash.

# KEY RESPONSIBILITIES CONTINUED..

## **Finance and Resource Management** (Continued)

- Working with the COO and Partnership Team to understand departmental cost and to support income/fundraising plans and targets, ensuring that funds received are utilised in line with gift agreements/contracts/restrictions.
- Maintain the fixed asset register and process depreciation through Sage
- Maintain Sage ensuring that accurate data is made available
- Oversee the creation, setting and tracking of annual and 3 year budgets, working closely with the CEO, COO and Trustees.
- Manage monthly payroll processes (working with the Head of People and Culture) and external payroll provider.
- Ensure accurate processing of bank payments. management of petty cash, bank reconciliation

## **Quality Assurance**

- Lead on the internal auditing against the financial management aspects of the Excellence Framework, on behalf of the Senior Leadership Team.
- Work with other Youth Zones in the network to support peer assessment, developing and delivering against action plans to ensure continuous improvement.
- Ensuring all finances are managed in line with legal and ethical practice.

## **Risk Management**

- Pro-actively identify and manage financial risk, working within the delegations framework and reporting risk to the Treasurer and CEO.
- Support the identification and management of Risk in line with the Risk Register.

## **Leadership and Development**

- Lead, mentor and manage the finance officer, ensuring excellent communication is in place to ensure the charity is able to function efficiently.
- Promote and support a culture of financial awareness across the SLT and wider team, encouraging good practice
- Lead, encourage and support the accurate development of bids, proposals and budgets, promoting understanding of budget development and management within the wider Leadership Team.
- Mentor new leaders in their understanding of budget planning and management.
- Undertake other tasks as delegated by the Chief Executive in line with Inspire's strategy.

# THE ESSENTIALS

- Accounting experience at management level within a charity
- Fully conversant with the requirements of SORP 2015, and other relevant legislation
- Full working knowledge of preparing management accounts, budget setting and forecasting
- Excellent analytical skills (including preparation and analysis of reports) and the ability to review financial information to identify and rectify errors
- Ability to prepare a range of financial information in a clear and concise manner to non-financial colleagues
- One of the following qualifications: CCAB recognised / CIMA qualified / Diploma in Charity Accounting / CIPFA Certificate in Charity Finance & Accounting
- Ability to communicate effectively to colleagues at all levels of seniority



POSITIVE AND  
ENTHUSIASTIC



PUNCTUAL AND  
RELIABLE



BELIEF IN YOUNG  
PEOPLE



ENHANCED DBS  
CLEARANCE



BE A POSITIVE ROLE MODEL  
TO YOUNG PEOPLE



20  
23

IN NUMBERS



DEALT WITH 333  
CAUSE FOR  
CONCERNS



OVER 40,000  
VISITS FROM  
YOUNG PEOPLE



DELIVERED  
2,271  
SESSIONS



PROVIDED  
8,205  
FREE MEALS

## THE DESIRABLES

- Experience of preparing for annual audits, within either a company or charity setting
- Experience of payroll

## THE OTHER STUFF

- You will be required to ideally work 22.5 hours per week, tbc with successful applicant.
- To apply, send your **CV and cover letter** to [melanie.rothwell@inspireyouthzone.org](mailto:melanie.rothwell@inspireyouthzone.org)
- Interviews will be ongoing and applications will close once an offer of employment is made

