



**Job Description:  
Charity Finance Executive  
(Manager)**



PASSIONATE ABOUT INVESTING IN CHILDREN & YOUNG PEOPLE IN & OUT OF SCHOOL

# Job Description

## One In A Million Charity, Bradford

'Passionate about investing in children and young people in and out of school'

### Finance Executive (Manager) Manningham, Bradford

JOB TITLE:	Finance Executive (Manager)*
SALARY:	£25,600 - £28,800 (Subject to experience) 24 hours per week, days negotiable (FTE £40,000-£45,000)
CONTRACTUAL HOURS:	Part-time 24 hours per week
JOB LOCATION:	Flexible working arrangements. 3 days equivalent with 2 days-equivalent in the One In A Million offices (Wednesday mandatory office) at Bradford City AFC, Manningham, Bradford.
REPORTS TO:	CEO
PEOPLE RESPONSIBILITY:	Finance Assistant
BUDGET RESPONSIBILITY:	Prepare Charity budget for sign off by the CEO and management of financial controls thereafter

\* Hereafter the role will be referred to as Finance Executive.

We are a values-led charity. Children are at the heart of all we do. We believe that every child is unique and should be valued for being who they are. We are a thriving charitable organisation that offers the successful candidate the unique opportunity to help shape the future development of our children and young people.

#### ONE IN A MILLION'S VISION, MISSION & VALUES

**Our overall aim** is to make a positive difference to disadvantaged young people's lives by cultivating self-esteem, respect, aspiration and resilience. Our ethos is rooted in our charity name, where every young person is celebrated and valued as 'one in a million'.

**Our vision** is child centric placing children and young people at the heart of all that we do. Our passion is to break the cycles of deprivation over their young lives, in order for them to make better life choices for themselves and their communities.

**Our mission** is to engage, enrich and enhance the life chances of all children and young who attend One In A Million using Sports, the Arts and Enterprise programmes along with other activities underpinned by the methodology in our Theory of Change.

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**Our core values** are compassion, honesty, integrity and excellence. They are the central foundation to all we do. They are the DNA that runs throughout our organisation shaping our culture and ethos. We believe that every child is unique and valued.

## **ROLE SUMMARY:**

The Finance Executive\* plays a vital role in overseeing the financial operations of One In A Million Charity. Communicating the financial position of the charity to the CEO, SLT and Board of Trustees ensuring effective financial governance, timely information and professional insights into financial matters. This role also provides collaborative management oversight to functions: Health and Safety, Insurance, and GDPR. Ensure that the Charity remains true to its vision, values, and mission; upholding the principle that we are here to put the needs of children and young people first. In doing so, you will make a difference to the lives of those we work with in the community.

## **KEY RESPONSIBILITIES:**

### **Your key responsibilities and duties are:**

#### Overall Financial Responsibilities:

- Strategic planning and monitoring of the Charity finances reporting to the CEO.
- Responsibility for overseeing all day-to-day financial operations of the charity.
- Develop and enhance financial policies and procedures ensuring they are appropriate and of an excellent standard for the charity to work within.
- Oversee the Finance Assistant who completes all day-to-day, month-on-month transactions including Gift Aid.
- Ensure all necessary procedures are in place for financial control and management
- Overall responsibility for receipt, safekeeping and banking of all monies received by the Charity.
- Manage relations and agreements with auditors, bankers, payroll services and insurance
- Collaborate with the CEO on financial decisions.
- Where necessary enhance and advance further the charity financial procedures and controls.
- Lead on problem solving, bringing solutions, in the area of finance.
- Identifying potential areas for cost savings and efficiency improvements.
- Provide internal/ seek external training where required to deliver effective financial management.

#### Management Accounts:

- Preparing accrual-based management accounts on a monthly basis, pinpointing budget deviations ensuring effective financial governance and not-for-profit regulations. Presenting these to the CEO.

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- Supplying additional financial reports and updates to the CEO and the Board of Trustees at quarterly Trustee Meetings.

## Statutory Accounts:

- Responsible for ensuring that the financial regulatory requirements of all statutory bodies are met, such as but not exclusively to: submitting statutory reports for Companies House and the Charities Commission ensuring timely and accurate submissions, and overseeing the review and submission of HMRC returns including Gift Aid as necessary.
- Manage audit compliance and the year-end audit process.
- Preparing year-end accounts, financial reports and other evidencing papers for the annual Independent Examination.
- Ensure all financial activities and reporting comply with the delegated table of financial authorities and financial regulations, including charity SORP.
- Compile the annual report with Department Managers, SLT and Trustee oversight.
- Advise and report to the senior leadership team and Board of Trustees on financial matters as and when required.

## Budgeting:

- Prepare the annual budget (in conjunction with the CEO) for approval by the Board of Trustees.
- Managing the setting of the 1 to 3 year financial plans and preparing relevant documents with the CEO.
- Contributing to the prioritisation of funding strategies both restricted and unrestricted income.

## Funding:

- Supporting the Charity's overall Funding Bid Writing Strategy with effective communication with the CEO, Community Executive and bid writing team.
- Serve as the primary contact for financial data to accompany funding bid applications and funder reporting.
- Management of the Restricted Funding reserves, forecasting and liaising with the CEO, Community Executive, Pathways Development Officer, and our wider funding bid writing team to aid financial planning.
- Management of the Unrestricted Funding reserves by overseeing the financial controls for the Corporate Events & Sponsorship (CES) department liaising with the CES Executive, and effective communication with our wider funding bid writing team.
- Continue the development and implementation of effective financial funding strategies.

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## Contractual Management:

- Oversight of the financials for all contracts, employment contracts, and Service Level Agreements relating to the Charity.
- Oversee, and where applicable authorise, the purchase of goods and supplies.
- Oversight of asset development in the future.

## Insurance and Risk Management:

- Ensure that all required insurances are current, cost effective, fully meet all legal requirements and appropriate to the needs of the Charity.
- Oversight of the Risk Management process.

## Payroll:

- Preparing payroll details for external payroll provider and ensuring the correct payment of all remunerations for staff salaries.
- Liaising with external payroll provider on all areas of payroll including HMRC and pension administration procedures.

## **GENERAL RESPONSIBILITIES:**

In addition to the specific responsibilities detailed above, the following general responsibilities apply:

- Comply with all OIAM's policies and procedures, ensuring commitment to the mission and values.
- Take responsibility for Health and Safety of yourself and that of others.
- Ensure that all personal information that you have responsibility for, regardless of format, is held, maintained and used in accordance with Data Protection regulations (GDPR).
- Comply with OIAM's requirements for and commitment to the safeguarding of children and young people.
- Adheres to working with all children, young people and adults without prejudice to establish and implement effective strategies for equality.
- Comply with all contractual, legal and reasonable requirements of any venue being used by OIAM for its activities.
- Foster good relationships with external organisations that provide goods and services.
- Proactively promote and uphold OIAM acting as an ambassador.
- Behave in a professional manner (both in and out of work) ensuring that One In A Million is not brought into disrepute.
- Make an effective contribution to day-to-day OIAM life.
- Assist in the development of excellent working relationships throughout OIAM.
- Contribute to ensure communication within OIAM is clear, efficient and effective.
- Carry out any other reasonable duties associated with the post as instructed by the CEO or delegated person. It should be noted that from time to time there may be an expectation that this role would input into other OIAM projects. Any additional

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responsibilities, even short-term ones, will be agreed with the Chief Executive in discussion with the post holder.

- Participate in training, learning activities and performance development as required to commit to ensuring your own personal development.

## **SAFEGUARDING:**

- In common with all employees this role includes responsibility for promoting and ensuring the safeguarding and welfare of staff internal and external and also children and young persons with whom you come into contact with.
- Adherence to all OIAM Safeguarding and Child Protection Policies is required at all times.
- If you become aware of any actual or potential risks to the safety or welfare of children or young people this must be reported to OIAM's Designated Safeguarding Lead or Deputy.
- Comply with all safeguarding measures ensuring safeguarding for all.

### **To consider this role you would have to ask yourself:**

Am I **compassionate**? Am I **honest**? Do I act with **integrity**? Do I believe in **excellence**?

If you can say yes to the above and have the appropriate experience then we would encourage you to apply.

**The first step in the journey is for you to request an Application Pack.**

**Email: [vacancy@oneinamillion.org.uk](mailto:vacancy@oneinamillion.org.uk)**

All completed applications and *up-to-date* CV should be returned to this same email address.

**Closing date: Wednesday 29<sup>th</sup> May 2024 (12noon)**

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

**Interviews: Tuesday 4<sup>th</sup> June 2024**

Also, please visit our website <https://www.oiam.org/charity>

One In A Million Charity, Cliffe Terrace, Bradford, BD8 7DX. Tel: 01274 723439

**One In A Million Charity is committed to the safeguarding of children so all our appointments are subject to a satisfactory enhanced DBS check. We are committed to Equal Opportunities.**

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## Safeguarding

One In A Million is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

## PERSONAL SPECIFICATION

### QUALIFICATIONS

Aspect	Assessed by	Essential/ Desirable
Honours degree or equivalent	Application	D
Part qualified ACCA, CIMA, ACA, AAT qualified or Accountancy body qualified and relevant experience. Fully qualified is advantageous.	Application & Interview	E
Able to evidence regular CPD training or relevant certificates	Application	D

### EXPERIENCE/KNOWLEDGE

Aspect	Assessed by	Essential/ Desirable
Minimum of 3 - 5 years financial management experience	Application	E
Evidence of a proven track record, as a finance manager in a similar role	Application & Interview	E
Knowledge of the third sector	Application & Interview	D
Solid knowledge of financial and accounting procedures	Application & Interview	E
Experience in preparing monthly management accounts and year-end accounts for audit	Application & Interview	E
Evidence of successful leadership of financial planning and systems implementation to take the Charity forward	Application & Interview	E
Experience of Charity financial and management accounting	Application	D
Experience of managing payroll for a staff team	Application & Interview	E
Relevant knowledge of SORPs related to charity work - Ensure all financial activities and reporting comply with the delegated table of financial authorities and financial regulations, including charity SORP	Application & Interview	D

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Experience of managing different payment platforms including but not limited to CAF, Justgiving, and Square	Application & Interview	D
Experience of processing Gift Aid claims	Application & Interview	D
Experience of developing and leading financial initiatives using the latest technologies	Application & Interview	D
Experience of using cloud based financial accounting software such as Xero	Application & Interview	D

## SKILLS

Aspect	Assessed by	Essential/ Desirable
Be an excellent communicator, (verbal and written), able to present financial information to a non-finance audience	Application & Interview	E
Excellent organisational skills, able to prioritise and manage work to deadlines	Application & Interview	E
Well-developed IT expertise, including spreadsheets and a working knowledge of financial systems	Application & Interview	E
Ability to make sound decisions, identify and solve problems and seize opportunities	Application & Interview	E
Experience of using cloud based financial accounting software such as Xero	Application & Interview	D
Understand, analyse and make effective use of a wide range of data aided, by effective use of ICT	Application & Interview	D
A team player, proactive in supporting and communicating with finance and non-finance colleagues	Application & Interview	E
Able to articulate the charity's vision, underpinned by setting financial targets, goals, and empowering others	Application & Interview	E
Experience of using Microsoft Office 365 in particular Excel	Application & Interview	E

## PERSONAL ATTRIBUTES

Aspect	Assessed by	Essential / Desirable
A commitment to the ethos and values of One In A Million, with a passion for ensuring excellence for all children and young people including disadvantaged.	Application & Interview	E
High level of integrity and professionalism, with a proactive approach to compliance and risk management.	Application & Interview	E
Ability to maintain confidentiality and understanding of sensitive nature of core work	Application & Interview	E



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## ATTITUDES

<b>Aspect</b>	<b>Assessed by</b>	<b>Essential / Desirable</b>
An understanding of and commitment to the mission and vision of One In A Million	Interview & Application	E
Able to demonstrate how the values of One In A Million have been expressed in your life and work	Interview & Application	E
Clear understanding of compassion and how it is worked out in life	Interview & Application	E
Work honestly and speak the truth with kindness	Interview & Application	E
Show how integrity is central to your life and why it is crucial	Interview & Application	E
Demonstrate excellence in all facets of work	Interview & Application	E
A team player able to motivate self and others	Application & Interview	E
Committed to a growth mindset with an inspiring, enthusiastic approach that engenders a desire for personal development	Application & Interview	D
Treats everyone with respect and dignity and shows commitment to Equality and Diversity and its effective implementation	Application & Interview	E
Committed to Continuing Professional Development both personally and for colleagues	Application & Interview	E
Committed to collaborative learning and partnerships	Application & Interview	E