

Job Description – The Cheltenham Trust

Role:	Finance Co-ordinator 40 hours pw
Post No:	
Grade:	Grade F from £23,632
Location:	Based at The Wilson and working across all sites
Responsible to:	Finance Manager
Responsible for:	N/A

Purpose: To support the Finance Manager with the production of monthly financial reporting, annual budgets and forecasts

Part A: Day to Day Trust Operations:

- (i) *Business Planning and Business Development: to inform budget setting, commercial decision making and growth*

To support the Finance Manager with:

- Developing baseline budgets for Trust and trading activity to inform the annual business plan
- Producing progress and monitoring reports for Trustees
- Providing project and business managers with financial information to support decision making, project reporting and control
- Develop appropriate costing and pricing models with business managers that can be applied consistently and effectively

- (ii) *Financial Reporting: Management Information, Budgetary Control*

Working with the Finance Manager to:

- Support budget holders with monthly budget monitoring within reporting timetable
- Produce timely and accurate monthly management and performance information on all Trust activity for key stakeholders including budget holders, Trust Finance Committee, Trading Company Board and external funders
- Develop continual improvement of management reporting, development of cash flow forecasting and reporting
- Ensure effective financial monitoring and control, monitoring of variances in Income & Expenditure
- To produce accurate and complete management information on project and restricted fund activity and assist with reporting to external bodies

(iii) *Financial Reporting: Compliance and Resilience*

- To support the Finance Manager with the production of the Trust's annual Consolidated and Trading Company Accounts within an agreed timeframe, working closely with the outsourced Finance and Accountancy Services Provider to ensure compliance with the FRS102 and the Charity SORP
- To maintain adequate audit trails in all areas of responsibility
- Support the annual external audit of the Trust's accounts
- Supporting appropriate financial control and accounting arrangements within Trust Financial Rules. Ensure cash receipting and income allocation across the Trust is properly accounted for
- Identify and promote system improvements and process efficiencies
- To support compliance with the Trust's Financial Rules and procedures in all relevant areas, including procurement and monitoring of contracts with suppliers
- Maintaining appropriate financial control and accounting arrangements for projects and activity which comply with Trust Financial Rules
- To ensure correct treatment of VAT on activities and assist with preparation of VAT returns
- To support bank account reconciliation processes

Part B: Support to Strategic Development

- To keep in touch with current practice, changes in legislation, identify future trends and recommend service direction to Managers
- To support work with the stakeholders, partners, other agencies and community and voluntary groups to develop the trust
- To support the preparation of reports associated the trust for the CEO and the Executive Team
- To support the Managers in managing the performance and evaluation strategy, improvement plan and to meet the key objectives of the Trust
- To support the development of the enterprise through managing set budgets, contributing to the creation of surplus and growth strategies
- To support the Managers in the preparation of the annual plans and forward plans
- To undertake risk management within the trust's policy
- To comply and implement the health, safety and welfare policy and all other trust policies and procedures
- To identify growth opportunities for the trust that deliver value socially, economically and financially
- To ensure that the trust's equal opportunities policies are followed

Part C: Cross Trust Responsibilities

- The co-ordinator roles are based on generic and specific trust wide responsibilities and operational responsibilities
- To co-ordinate both the enterprise and charitable elements of trust activity

- The post holders will support the appropriate Manager in terms of trust wide development, trust delivery and trust co-ordination, policy support and resource support through a period of significant change and development of the Trust
- To identify, develop and present to the Manager opportunities to develop and expand the activities of the trust and generate income
- To work with Managers to support development of the Trust's operations, delivery and outcomes
- To work with the Managers to research information to support the formulation of plans
- To work as a team member to co-ordinate operational delivery against delivery plans and day to day business
- To work collaboratively with partners and key stakeholders, undertake consultation and collaboration in pursuit of the trusts objectives
- To record performance and maintain appropriate reporting information, evaluation mechanisms and actions plans to underpin the trust's activity, enable business design and provide information

Job Specification – Finance Coordinator

Experience

- Experience of working in a financial accountancy role for 3 years or more
- Experience of working in a charity environment
- Experience of developing financial reporting and control systems to meet the needs of the business and stakeholders

Knowledge, skills and abilities (Essential):

- Experience of working with integrated finance systems and business systems
- Experience of providing routine and project based management accounting information
- Strong Excel and analysis skills and experience of other financial reporting tools
- Ability to work with external stakeholders in partnership and build strong relationships
- Team player, with good communication skills

Qualifications:

- Accountancy qualification (AAT or equivalent)
- Educated to degree level – in either a relevant subject or alternatively, significant demonstrable experience in a relative field (3 years)

Ability to work to and uphold The Cheltenham Trust Values:

Trust Values

- Considered – each member of staff will consider the reputation of the trust and uphold a professional approach within this post
- Committed – each member of staff will be committed to the charitable objects of the trust and understand their role in achieve these objectives
- Collaborative – each member of staff will work with others across the trust and organisations outside the trust in a professional manner
- Creative – each member of staff will be creative in their approach to problem solving and developing new ways of working to enable the trust to realise its goals