

Finance Manager Job Description

Are you a numbers-loving problem-solver with a passion for making a real difference? Cancer Support Yorkshire is looking for an enthusiastic Finance Manager to join our warm, dedicated team, and help us continue delivering life-changing support to people affected by cancer across the region.

This is your chance to bring your financial expertise into a charity that genuinely values your skills, your ideas, and your commitment to good governance. You'll work closely with our CEO, trustees, fundraisers and shop team, becoming a key player in shaping our future growth.

Location	Bradford
Post	Finance Manager
Salary	£21.55 per hour + CSY Pension Contribution 3%
Hours	15 hours per week (2 days)
Accountable to	CEO

Organisation Expectations

- To work as part of the overall Cancer Support Yorkshire team, and work towards achieving the objectives and vision of the organisation through:
- Managing day to day financial operations, including budgeting, forecasting and cash flow management
- Working closely with the CEO to develop and implement appropriate policies and procedures particularly in relation to finance.
- Work with CEO to grow the organisation by formulating strategies and business plans.
- Production of budgets, monthly management accounts and cash flow forecasts, and presenting these at Board meetings.
- Leading on External Audit/independent examination/Independent Examination
- Developing and monitoring project and grant budgets, and reporting to funding bodies.
- Ensuring expenditure keeps within budgetary limits and alerting CEO immediately if a concern arises.
- Ensuring that the organisation has corresponded with the HMRC regarding tax issues, 'Gift Aid' records and sent the Annual Report and Accounts to Companies House, the Charity Commission and HMRC as appropriate.
- Ensuring compliance with regulatory requirements of Charity Commission and Companies House and internal policies are met.

Outline of Post

1	Utilising and knowledge software - Xero and DEXT, Excel and other Microsoft products
2	Preparation of monthly Payroll information for processing by external Payroll company.
3	Ensure that company financial systems are robust, compliant and support current activities and future growth.
4	Work closely with fundraising (including grant applications), and the shop, to provide the financial information they need, and support the banking of funds etc.
5	Working closely with the CEO to ensure that organisation's budgeting processes are carried out and reviewed.
6	Produce management information and financial reports for the CEO, management team, Treasurer, Finance and Audit Subgroup and the Board of Trustees.
7	Undertake all work related to the annual audit/independent examination by the External Audit/independent examiners, including liaison, dealing with queries and providing all necessary and required information
8	Create monthly and annual financial reports to with commentary on results, budget variances, etc.
9	Ensure that all financial transactions are properly approved, recorded, filed, and reported.
10	Assist the CEO in presenting reports to funding bodies, other stakeholders, and the Board of Trustees.
11	Review all financial plans and budgets regularly to look for cost reduction and income opportunities.
12	Ensure all data is backed up and stored appropriately in line with GDPR guidelines.

General Requirements
• Eligibility to work in the UK
• Demonstrate understanding and commitment to equal opportunities and diversity.
• To always work within Cancer Support Yorkshires policies and procedures.
• Qualified member of an accountancy body or holder of an equivalent qualification or QBE.
• Experience in financial management, ideally within the charity/not for profit sector.
• Excellent analytical, organisation and communication skills.
• Strong IT skills, always being ahead of new technologies.
• Ability to work independently as well as part of a team.
• High integrity and openness combined with commitment to good governance.

Person Specification		
	Essential	Desirable
Accounting Qualification (e.g. ACCA, CIMA, AAT) or QBE	Y	
Proven experience in financial management, ideally within the charity or non-profit sector	Y	
Strong understanding of charity and company finance regulations and reporting requirements		Y
Excellent analytical, organisational, and communication skills	Y	
Proficiency in accounting software and Microsoft Excel	Y	
Comfortable with presenting financial information to budget holders, management and the Board of Trustees.	Y	
Ability to work independently and collaboratively	Y	
Experience with grant funding and restricted funds management.		Y
Knowledge of charity-specific accounting frameworks (e.g. SORP)		Y
Highly Organised.	Y	
Flexible, enthusiastic and be a good team player.	Y	
Commitment to Cancer Support Yorkshire's vision, mission and values.	Y	
Eligible to work in the UK	Y	