**Finance Officer**

**JOB DESCRIPTION:**

**Responsible to:** Together Middlesbrough & Cleveland Board of Trustees

**Hours:** 0.2 Full time equivalent (1 day per week) – with the

potential for up to 0.4 FTE (2 days per week) initially.

**Location:** Flexible

**Salary:** £30,000 pa pro rata or agreed Hourly Rate

**Project Length:** Permanent or on a self-employed basis

**The Organisation**

The work of Together Middlesbrough & Cleveland (TM&C) began in 2012. In 2014 TM&C was constituted as a charitable company in its own right. It is a Joint Venture between the Church Urban Fund and the Diocese of York, and as such, has an ethos founded upon the social engagement of the Christian church.

Whilst both the Church Urban Fund, and the Diocese of York – the two corporate members of the company – are within the Church of England, TM&C has had an ecumenical board from the start. It has worked with partners across a range of churches, other religious bodies, and statutory, and voluntary agencies. Its Christian foundation is intrinsic to its identity, but TM&C is not an overtly evangelistic organisation, and it works for the benefit of the whole community.

**The Role**

To work closely with the Chief Officer, to provide the organisation, and Board of Trustees, with strong financial support in the challenging landscape currently faced by the voluntary sector. To undertake the day-to-day finance maintenance and transactional functions on behalf of the organisation. To provide robust financial reporting, and grant funding and compliance processes. To be able to work on own initiative to provide comprehensive, clear, and focused, financial reports, to the Board, stakeholders, and funding bodies.

**Key Duties and Responsibilities**

***Weekly***

* Bookkeeping (could be fortnightly or monthly).

***Monthly***

* Inform payroll of changes to hours worked/gross salaries/pension contributions
* Inform all gross salaries and pension contribution changes to the Church Workers Pension Fund
* Check both CWPF and payroll have done pensions correctly
* Pay salaries + send payslips
* Pay HMRC

***Quarterly***

* Submit Church Urban Fund (CUF) Joint Venture (JV) report
* Prepare papers for Board meeting
* Attend Board meeting as required
* Warm Welcome report
* Food and Friendship report

***Annually***

* Preparation of accounts (submitted by agent Mitchell & Gordon)
* Budget
* Insurance

***As required***

* Payments/emails for authorisation (+Paul, Kate Morris, John Hinman)
* Support the Chief Officer with grant processes; compliance; and returns
* Make gift aid claims (first need to set yourself up as authorised official)
* Return CAF (Charity Aid Foundation) forms
* Attend Finance Subcommittee meetings as required
* For new starters, obtain all information for CWPF form + pension contribution, then inform CWPF and payroll. (Pension contributions may start 1 month late).
* Transfers to/from MCA Savings Account

**Contacts**

* Bishop Paul Ferguson, Chair of the Board of Trustees
* Mandy Robinson, +Paul’s secretary
* Kate Jeffels, Chief Officer
* Paul Marten, CUF contact for JV reports
* John Hinman, Trustee, bank account signatory
* Kate Morris, Trustee, bank account signatory
* Stephen Sutton, Trustee, project supervisor
* Fr Adam Gaunt, Chair, Finance Subcommittee
* Robert Nevison, Accountant at Mitchell & Gordon
* Carole Inglis, Payroll at Mitchell & Gordon
* Heather Betts, Church Workers’ Pension Fund
* Came and Company, Insurance
* Billy Barnes, Warm Welcome Project Worker
* Julie McGee, Food and Friendship Project Worker

**General**

1. To work within TM&C’s values and policies at all times
2. To take part in line management supervision and appraisal (employed); or contract management review (self-employed), as required.
3. To ensure all information processed for staff and service users is kept accurate, confidential, secure, and in line with the General Data Protection Regulations (GDPR) 2018, and TM&C’s Confidentiality Policy.
4. To have a duty and responsibility for personal health and safety, and the health and safety of colleagues, service users, and visitors.
5. To attend training and events as required/appropriate to the role.
6. To undertake other tasks commensurate with the position as required.

***Employed Option:***

**Line management and employment matters**

The TMC Chief Officer will be assigned as your line manager.

Your contract will include provision in respect of statutory entitlement to leave, sickness absence, grievance and disciplinary procedure, and the option to join a workforce pension scheme etc.

**Probation and notice period**

The appointment is subject to safer recruitment procedures and a three-month probationary period, during which TMC may terminate your employment upon one week's notice. Thereafter the notice that you are required to give TM&C is one month.

**Place of work**

Flexible. Option to work from home, subject to attendance at job critical meetings. Office facilities are available within the Trinity Centre, North Ormesby if preferred. Reasonable travel expenses necessarily incurred in performing your duties will be reimbursed.

**Hours and Remuneration**

The working time of the post is 0.2 FTE, 7.5 hours per week. This is subject to short-term variation by mutual agreement, including a potential initial increase of up to a maximum of 0.4 FTE,15 hours per week. There is no overtime payment but time off may be taken in lieu. Leave is based pro-rata on a full-time entitlement of 25 days plus public holidays - this does not apply to those taking up the self-employment option. The gross remuneration is £6,000 (£30,000 pro rata); or an agreed Hourly Rate for those taking the self-employed option. The remuneration is reviewed (upwards only) annually by the Board, though there is no automatic entitlement to an increase.

**Pension**

After four months' employment the company makes a pension contribution of up to 7.5% of gross salary to the employee's chosen pension scheme - this does not apply to those taking up the self-employment option, see below.

***Self Employed Option:***

**Responsibilities:**

* Ensuring that you are appropriately registered with HMRC
* Payment of your own Tax and National Insurance contributions
* Having the appropriate level of Public Liability and Professional Indemnity Insurance in place
* Sourcing own Private Pension arrangements.

**Place of work**

Flexible. Option to work from home, subject to attendance at job critical meetings. Office facilities are available within the Trinity Centre, North Ormesby if preferred. Reasonable travel expenses necessarily incurred in performing your duties will be reimbursed.

**Hours and Remuneration**

Hours will be agreed as required but anticipated to be no more than 2 days per week initially, and 1 day per week thereafter, unless specific pieces of work are agreed. Remuneration would be at an agreed hourly rate, commensurate with the role, and experience and qualifications. You will not be entitled to join a workforce Pension scheme; paid annual leave; or sickness absence payments.

**PERSON SPECIFICATION:**

Skills and experience required for the post, to be used for shortlisting/interview.

**Education/Qualifications**

* Professional accountancy qualification.
* Be able to clearly demonstrate a good level of critical thinking and written communication skills.

**Experience**

* At least three years relevant work experience.
* Experience of financial management, ideally within the voluntary, or public, sector.
* Experience of writing financial reports for a range of audiences.
* Experience of working with external funding bodies and grant compliance processes.
* Experience of budget, and financial, planning.
* Experience of working with Boards is desirable.
* Experience of partnership working, with organisations and professionals, including statutory and voluntary groups

**Knowledge**

* Knowledge and understanding of organisational financial management.
* Knowledge and understanding of accounting, recording, and reporting requirements.
* Knowledge and understanding of book-keeping processes.
* Knowledge and understanding of grant-based funding.

**Skills**

* Ability to manage organisational accounts/day-to-day financial transactions.
* High level of accuracy.
* Excellent verbal communication skills, able to establish and maintain effective relationships with a diverse range of people
* Excellent written communication, and report writing, skills.
* Ability to write, and present, reports to a range of audiences.
* Ability to develop effective working relationships.
* Ability to undertake financial and budget planning.
* Ability to work on own initiative, and in a team, towards a common objective.
* Excellent computer skills including Word, Excel, and Powerpoint.
* Excellent organisational skills and time management.

**Personal**

* A commitment to the values and aims of TM&C.
* Self-motivated and able to work on their own initiative.
* Someone who expects and works to high standards.
* High level of honesty and integrity.
* Willingness to work within TMC's policies and procedures.
* Ability and willingness to work flexibly.
* Smart appearance.
* Ability to travel independently using your own transport.