



The Community Technology Project
205 Amesbury Avenue, London, SW2 3BJ
0208 6715555 / 0207 7333334
<http://comm-tech.org/>

Finance Manager job description and person specification

Role purpose: To establish and maintain financial and management procedures for Community Technology Project. Ensure compliance with all regulatory requirements as relating to Company and Charity Law, and in conjunction with the Operations Manager and Board of Trustees ensure adequate resource acquisition for the development of services in the support of our Charitable aims.

Key work areas and tasks:


Planning and development

- Take responsibility for overall management and delivery of the business plan.
- In conjunction with the governing body, draft, monitor and assess the business and development plan
- Assess options for co-ordinating the activities, procedures and systems so as to promote common policies and practices.
- Manage the development of the service to ensure that the promotion of equality of opportunity and challenging discrimination are central to strategic development, management and its services to clients.

Supporting the governing body

- Arrange and attend meetings of the governing body.
- Advise the governing body on financial, managerial, staffing and service delivery issues.
- Report to the governing body on progress against agreed objectives.
- Prepare and draft the organisation's Annual Report.
- Advise the trustee board on compliance with all relevant legislation, e.g. Company and charity law, Health & Safety, employment etc.
- Report to the trustee board on progress against agreed objectives.

Service delivery


-  Identify development opportunities consistent with the aims of the organisation and the operating environment.
- Maintain an awareness of organisational and technological developments and ensure that the service operates in ways which make best possible use of the resources available.



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source acquisition

-  Develop the organisation's funding base to secure present and future service delivery.
- Liaise and negotiate, as appropriate, with the funding authority and other funding sources on future service delivery initiatives and developments in conjunction with the Operations Manager.
- Maintain appropriate relations with funders and make reports as necessary, ensuring compliance with any contracts.
- Identify opportunities for funded development of the service and to submit bids and applications accordingly.



financial management

- Maintain day-to-day financial control of the service within budget heads agreed by the trustee board.
- Ensure that all finances are properly administered and monitored, including credit control.
- Support the Honorary Treasurer in the provision of information for the estimates.
- Advise on the proper allocation of resources.
- Ensure that appropriate financial regulations and controls are in place and in use at all times.
- Prepare and review detailed budgets for approval by the governing body in conjunction with the Honorary Treasurer and/or appropriate Sub-Committee.
- Make regular reports to the governing body on income, expenditure and any variations from budgets.
- Ensure that all financial reporting obligations are met in relation to submissions for funding, for grant aid, for contracts and any other initiatives.
- Act as cheque signatory for and authorise expenditure up to limits as agreed by the governing body.

Staff management

- Ensure, delegating as appropriate, that each service location is adequately managed, staffed and resourced.
- Overview of Policies and Procedures, Employment, Volunteer and Internship Agreements.

Public relations and social policy

Develop and oversee appropriate publicity through effective relations with the media, other community organisations and through public speaking.



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Training and development

- Identify and implement plans for own training and development needs.

Other duties and responsibilities

- Undertake such other duties and tasks as may lie within the scope of this post to ensure the effective delivery and development of the service.

Person specification

- Proven administrative, leadership and management ability in the areas of strategic planning and organisational development.
- Ability to devise and implement strategic development and resource plans, particularly in the areas of service development, staff development and the management of change.
- Ability to work on own initiative, prioritise work, handle pressure and take day-to-day decisions on the running of the organisation.
- Ability to develop, monitor and maintain management information systems and procedures.
- Ability to undertake fundraising and marketing activities.
- Experience of financial responsibility for a budget, including experience of SORP accounting guidelines, end of year accounts and external liaison with auditors.
- Ability to communicate effectively in person, in writing and over the telephone with individuals and with a wide variety of organisations and audiences and to research, analyse and interpret complex information and produce clear verbal and written reports.
- Ability to lead and to contribute to the team.
- Understanding of equalities and diversity best practice and legislative requirements in relation to service delivery, business development and recruitment of staff and volunteers.

Salary

- Position is part time, 2.5 days per week.
- Remuneration is 25,350 per annum pro-rata
- Annual leave is 20 days per annum pro-rata

Time-scale

- Applicants CV and application letter should be addressed to ops@comm-tech.org to arrive no later than 1pm Monday 6th Nov 2006.