



**Banana Link Ltd.**

**Job Description**

**Finance Manager**

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### **General Particulars of the Post**

- *Working hours: 14 hours per week (Standard full-time hours are 35 hours per week)*
- *Salary: £22.20 per hour (£40,404 pa pro-rata)*
- *Holidays: 25 days plus bank holidays per annum pro-rata*
- *Probationary period: three months*
- *Work Place: Norwich but some flexibility for remote working*
- *Duration of contract: permanent*
- *Period of notice: two months on either side*

### **Scope of the post**

To provide efficient and effective overall management of Banana Link's finances and ensure that timely and up to date information and advice is available to the International Co-ordinator, Policy & Communications Co-ordinator and Banana Link's Management Committee.

This is a sole charge role where the Finance Manager will be responsible for all aspects of the organisation's finances including general book-keeping duties. As a small charitable organisation with 4 FTE equivalent staff, the Finance Manager will need to be adaptable in balancing the needs of the organisation with the operational demands of our team members.

### **Duties & Responsibilities**

#### **Budgeting & Cashflow**

- ✓ Setting the annual organisational budget in conjunction with the International Co-ordinator and Policy & Communications Coordinator
- ✓ Developing project specific budgets for inclusion within fundraising proposals
- ✓ Maintaining and updating cashflow and reserves forecasts and providing timely advice on potential cashflow problems

#### **Reporting**

- ✓ Production of timely monthly variance reports to analyse actual expenditure against budgets – reporting of significant variances to budget holders
- ✓ Producing budget re-forecasts and advising on progress towards fundraising targets
- ✓ Timely production of financial reports required by funders
- ✓ Production and presentation of financial committee papers for Management Committee Meetings (held 4-5 times a year) and for Finance & Personnel Sub Committee Meetings (held 3-4 times a year)

- ✓ Preparation of year end accounts to trial balance, and liaising with External Accountants in the production of annual accounts, and year end statutory or project audits as required

### **Book-keeping & Payroll**

- ✓ Ensure all book-keeping duties are performed accurately and efficiently (supplier payments; incoming funds; monthly bank reconciliations, petty cash etc)
- ✓ Ensure that the accounts are kept up to date on the computerised accounts system (Quickbooks)
- ✓ Prepare monthly payroll and ensure all staff and contractors are paid on time
- ✓ Ensure all accounting & payroll records are up to date and maintained within an organised system
- ✓ Prepare all year end payroll information for submission to the Inland Revenue
- ✓ Ensure year end corporation tax returns are filed (liaising with External Accountants as required)
- ✓ Ensure compliance with current UK tax legislation

### **Other**

- ✓ Attendance at meetings (staff, management committee etc.) where required
- ✓ Ensure adequate organisational insurance is in place for office, employer's liability and travel
- ✓ Undertake Company Secretarial duties (annual returns and appointments and resignations of Directors)
- ✓ Develop, communicate and implement strong financial procedures
- ✓ Any other duties as may be required within the remit of the post

### ***Person Specification***

#### **Qualifications & Experience**

- ✓ Qualified accountant or qualified by experience
- ✓ Experience of using computerised accounts (Quickbooks desirable)
- ✓ At least one year's experience managing the financial affairs of an organisation/company or two year's experience in a book-keeping role and looking to move to a more senior position
- ✓ Some experience of international transactions
- ✓ Knowledge of fundraising for not-for-profit organisations would be advantageous

#### **Knowledge**

- ✓ Knowledge of Quickbooks desirable
- ✓ Knowledge and experience of Microsoft Excel
- ✓ Knowledge of the international not for profit sector advantageous

#### **Skills & Abilities**

- ✓ Strong written and verbal communication skills – ability to present financial information to non-financial staff and trustees
- ✓ Excellent computer skills – including e-mail, MS Word & Excel
- ✓ Fluency in Spanish or French could be helpful, but not essential

#### **Qualities**

- ✓ Ability to work independently and flexibly as part of a team
- ✓ Highly motivated
- ✓ Trustworthy & conscientious
- ✓ Attention to detail and accuracy
- ✓ Commitment to the aims and objectives of Banana Link