

<b>Job Title:</b>	Finance Manager
<b>Responsible to:</b>	Chief Officer and Treasurer
<b>Hours:</b>	7.5 hours (1 day) per week – working pattern flexible
<b>Annual Salary:</b>	£35-38k pro rata depending on experience and qualifications
<b>Holidays:</b>	FTE 25 days per year + statutory days (pro rata)
<b>Pension:</b>	4% employee + 4% employer contributions (8%)

### **Role overview**

As the Finance Manager for Seaview Project, you will hold overall responsibility for the organisation's financial management. Your responsibilities will include ensuring compliance with internal, charity, and company requirements, collaborating with senior management on financial forecasting, business plans, and grant applications.

The demands of the role can vary, particularly around reporting cycles, and therefore the ideal candidate will have a flexible approach and will be able to self-manage.

### **Key Activities**

- Make recommendations to trustees on financial policies.
- Prepare statutory accounts complying with SORP for charities and FRS102.
- Develop annual income and expenditure budgets.
- Monitor and report on income and expenditure against budgets.
- Prepare and present finance reports for the board of trustees.
- Manage cash flow, reserves, and liaise with bankers.
- Provide financial information for contracts, funding, and grant applications.
- Maintain efficient financial systems, ensuring compliance with statutory requirements.
- Complete statutory reporting to Companies House and the Charities Commission.
- Liaise with insurers and utilities providers.
- Train and support the Finance Officer, including monthly supervision.
- Work as a team with the Finance Officer, covering duties during their annual leave as required.
- Supervise processes undertaken by the Finance Officer.
- Commit to continuing professional development.

### **Person Specification**

- Commitment to Seaview's core values and ethos.
- Excellent relationship building skills and the ability to communicate financial issues clearly to non-financial colleagues.
- Relevant accountancy qualification ACA/ACCA/CIMA/ATTA or equivalent professional experience.
- Experience in budget setting and management.
- Proficiency in accounting and payroll software, Excel, Word, internet, and email.

- Ability to manage a small team efficiently.
- Excellent verbal and written communication skills.
- Self-motivated and competent at organising own workload, with a flexible approach.
- Experience in charity accounts and knowledge of charity law requirements is advantageous.

This is not a contract of employment and is not intended to be a comprehensive list of responsibilities. It is a guide to the role and will be subject to periodic review.

### **How to get in touch**

Please contact us by email or phone to request an application form:

[admin@seaviewproject.org.uk](mailto:admin@seaviewproject.org.uk)

01424 717 981

Or submit your application via our website here:

[www.seaviewproject.co.uk/career-opportunities/](http://www.seaviewproject.co.uk/career-opportunities/)

If you would like to find out more about the role, please contact Caelie Hawkins at:

[c.hawkins@seaviewproject.org.uk](mailto:c.hawkins@seaviewproject.org.uk)