

Organisation:	At the Mustard Tree we are passionate that every individual has the opportunity to thrive. Our vision is to develop the work we do in Reading, identifying unmet needs and innovating and growing projects which support individuals who are marginalised and facing disadvantage. Delivering high impact services to some of Reading's most underrepresented people. As a charity with a Christian ethos the projects we generate are inspired by our faith. Therefore, they are designed to serve all sections of our diverse community.
Role:	Finance Manager
Hours:	10 hours a week
Salary:	£30k-£32k FTE dependant on experience
Key Tasks:	Maintaining accurate financial records and providing support in financial management activities. Ensuring compliance with financial regulations.
Reports to:	CEO

ROLE DESCRIPTION

Bookkeeping Tasks

- Maintain accurate and up to date financial records using Xero and spreadsheets.
- Record financial transactions, ensuring proper coding according to budget categories.
- Reconcile bank statements.
- Make quarterly gift aid claims.
- Download donor reports and enter onto Xero.
- Input expenses journals.
- Raise invoices and monitor outstanding debtors.
- Make payments such as supplier invoices and salaries.
- Processing of monthly payroll.
- Respond to enquiries from donors, suppliers and other stakeholders regarding financial matters.

Financial Reporting

- Prepare regular financial reports including balance sheets, income statements, and cash flow forecasts.
- Assist in the preparation of financial reports for trustee meetings, to support financial planning and decision making.
- Provide assistance in grant and contract management, by tracking funds and providing information to support grant applications, and fulfilling reporting requirements.
- Provide analysis on financial performance variance and trends.
- Prepare year end accounts for external accountant.

Budget and Forecasting

- Collaborate with the CEO and Project Managers to develop and monitor annual budgets.
- Assist in forecasting financial needs and projecting income and expenditure.
- Track budget variances and communicate any significant variations to the CEO.

Compliance

- Ensure compliance with relevant financial regulations and accounting principles.
- Maintain organised financial records and documentation for audit and reporting purposes.

Values and Vision

- To be supportive of the values, vision and ethos of the charity.

PERSONAL CHARACTERISTICS

The Finance Manager should demonstrate the following values:

- **Integrity** - Trustworthy, honest and transparent in all areas. Ensures their behaviour is consistent with the ethos of The Mustard Tree
- **Compassion** - Practices empathy. Understands the needs of our stakeholders
- **Innovation** - Demonstrates creativity and works strategically to develop practical solutions
- **Professionalism** - An effective communicator. Uses time and resources intelligently and is responsive to varying and changing needs.
- **Inclusivity** - Celebrates diversity and works collaboratively.

EXPERIENCE & QUALIFICATIONS

Essential:

- Supportive of the values, vision and ethos of the charity.
- 5 years' accounting experience, preferably in a charity or not for profit organisation
- Professional accounting qualification
- Proficiency in accounting software, preferably Xero.
- Attention to detail and accuracy in data entry and financial reporting
- Confident using Microsoft Office, particularly Excel.

FOR THIS ROLE YOU WILL NEED:

To have a DBS Disclosure through The Mustard Tree, or a portable DBS.

Citizenship of the UK or Ireland, settled or pre-settled status under the EU settlement scheme or for non EEA Nationals, Indefinite Leave to Remain in the UK.