

Finance Manager

Devon Rape and Crisis Sexual Abuse Services

About the Role

We are seeking a practical and proactive Finance Manager to take full ownership of the finance function within a small organisation (c. £800k annual income).

This is a standalone role, combining day-to-day transactional finance with management reporting and strategic support. You will be responsible for maintaining accurate financial records, producing timely financial information, and supporting leadership to make informed decisions.

This role is ideal for someone who enjoys being hands-on and working across the full finance function.

The role is new to the organisation, having been outsourced to a private contractor for the last four years. The purpose of bringing this function back in house is to support the strategic growth plans of the charity and to provide more visible support to the Chief Executive Officer.

The role will sit within a senior leadership team and has no line management responsibilities.

Key Responsibilities

Day-to-Day Finance Operations

- Process all financial transactions, including:
 - Purchase invoices and payments
 - Sales invoicing and income reconciliation
 - Bank reconciliations
- Maintain accurate and up-to-date accounting records using cloud-based software
- Manage cash flow on a day-to-day basis.
- Appoint a freelance – or part time book-keeper, proportionate to the task, to assist with the bookkeeping function.

Payroll & Compliance

- Oversee monthly payroll and ensure salary payments are made.

- Ensure all HMRC submissions are accurate and submitted on time (including PAYE, Gift Aid, etc.)
- Maintain appropriate financial records to meet audit/independent examination requirements

Management Accounts & Reporting

- Prepare monthly management accounts with supporting commentary
- Monitor performance against budget and highlight key variances
- Provide financial insight to support decision-making by senior leadership and Trustees

Budgeting & Planning

- Lead and prepare the annual budgeting process – to include calculating reserve levels
- Prepare in-year forecasting and financial planning
- Assist with project and grant budgeting where relevant

Year-End & Statutory Reporting

- Lead preparation for year-end, including liaising with external accountants/independent examiners
- Support the preparation of statutory accounts in line with relevant standards (e.g. Charities SORP where applicable)

Financial Controls & Systems

- Develop and maintain effective financial controls and processes
- Identify and implement improvements to systems and ways of working
- Ensure compliance with internal policies and external regulations

Stakeholder Engagement

- Act as the main point of contact for all finance matters
- Present financial information to senior leadership and Trustees as required
- Support non-finance colleagues to understand financial information
- Complete financial reporting returns for contracts and grants

- Liaise with trust and grants fundraiser, monitoring outputs and supporting organisational growth with good financial management and governance

Strategic Responsibilities

- Act as a senior leader with responsibility for designing and delivering the charity's income and fundraising strategy
- Work with the finance committee of the board of trustees to advice on income generating strategies and fundraising innovation
- Support the Business Development Manager to identify
- Conduct finance, money laundering and financial solvency checks as part of the responsibility of the charity to conduct due diligence of new directors/trustees, subcontractors and other contractual partnerships
- Lead responsibility for financial risks as relevant to the corporate risk register

Quality Assurance

- To ensure that the services provided are within financial budgets
- Monitor value for money and support reporting on corporate social responsibility
- Proactively maintain professional knowledge and practice and attend and contribute to all relevant team meetings
- To ensure compliance with good financial integrity for the charity and in all dealings with contractors, sub-contractors, partners or contractors. This includes reporting any concerns relating to money laundering, fraud, modern slavery, human trafficking, all forms of exploitation or other financial crimes if concerns become apparent.
- Follow all child and adult safeguarding policies and procedures

Monitoring and Evaluation

- To provide specific data as required and to write reports as necessary

Communication

- To ensure effective communication of information within DRCSAS resulting in an accessible, reliable and smooth running of services for all service users.
- To promote a positive view of DRCSAS when interacting with external partners and stakeholder.

Other

- Engage with line management, supervision, training, personal development and wellbeing, using opportunities provided by DRCSAS to do so
- Work in partnership with Rape Crisis England and Wales and other rape crisis centres as necessary
- Any other reasonable task commensurate with this post

Person Specification

	Essential	Desirable
Qualifications, Training and Experience	<ul style="list-style-type: none"> • Experience in a similar standalone or small-team finance role • Strong bookkeeping and transactional finance experience • Experience preparing management accounts 	<ul style="list-style-type: none"> • Recognised accountancy qualification (AAT, ACCA, CIMA, ACA or equivalent) • Experience in the charity or not-for-profit sector • Knowledge of Charities SORP and regulatory requirements • Experience with QuickBooks Online • Experience supporting Trustees or Boards
Skills and Abilities	<ul style="list-style-type: none"> • Comfortable working across 	<ul style="list-style-type: none"> • Effective at negotiation

	<p>the full finance function, from processing to reporting</p> <ul style="list-style-type: none"> • Excellent organisational skills and ability to prioritise workload • Strong Excel skills and experience with cloud accounting software • Ability to communicate financial information clearly to non-finance stakeholders 	
Knowledge	<ul style="list-style-type: none"> • Value for money and social value / corporate social responsibility • Financial reporting for contract, grants • Effective financial management • Knowledge that supports cultural competency • Knowledge of anti-racist and anti-oppressive practice • Understanding of and commitment to the feminist perspective of sexual violence held by DRCSAS 	<ul style="list-style-type: none"> • Knowledge of safeguarding principles
Personal Traits	<p>Values & Behaviours</p> <p>We are looking for someone who:</p> <ul style="list-style-type: none"> • Takes ownership and accountability • Is hands-on and solutions-focused 	

	<ul style="list-style-type: none"> • Works collaboratively across the organisation • Is detail-oriented and well organised • Communicates clearly and openly 	
Other	Ability to travel across Devon and Torbay	