



## **FINANCE AND RESOURCES MANAGER**

### **JOB DESCRIPTION**

**THE EMPLOYER:** Cumbria Action for Sustainability (CAfS)

**LOCATION:** Contractually based at our office, Eden Rural Foyer, Old London Road, Penrith, CA11 8ET, however we encourage and enable flexible working patterns and blended home and office working.

**REPORTS TO:** Chief executive

**HOURS:** 22.5 to 30 hours a week with flexibility to be worked across up to 5 days a week. We are open to negotiation on the hours or a different approach to delivering the role, within reason.

**START DATE:** As soon as possible.

**DURATION:** Permanent contract.

**SALARY RANGE:** £30,000-40,000 (full-time equivalent). Starting salary is dependent on skills and experience.

**RIGHT TO WORK:** You must have a legal right to work in the UK.

**APPLICATIONS:** Apply with your CV (to include details of your education, qualifications, training, roles, responsibilities and references) and a completed Expression of Interest form.

We will assess and interview candidates as we receive applications, so do please submit early as we will close this recruitment when we have found the right person.

Before applying, you're encouraged to email [office@cafs.org.uk](mailto:office@cafs.org.uk) to arrange a half-hour phone call with our chief executive, Karen Mitchell, during which she will talk through the role and answer questions.

**INTERVIEWS:** Interviews will be arranged at a mutually compatible date.

### **ABOUT CAfS**

We are an award winning charity and the leading organisation providing advice, inspiration and support for action on climate change in Cumbria.

**Our vision** is a zero carbon Cumbria that is socially, environmentally and economically beneficial for all.

**Our mission** is to achieve net zero by 2037 or sooner by promoting and facilitating low carbon living and its benefits – inspiring and supporting individuals, communities, and organisations across Cumbria and beyond to decarbonise lives and businesses. We provide practical support for the development of low carbon plans and policies for individuals, communities, and organisations. We inspire behaviour change and seek to deliver sustained shifts from high to low carbon emissions through enabling new social norms and influencing key policies, strategies, and funding streams.

CAfS' growth - of our team, our income, our projects and our profile - over the last two years has been phenomenal. We have more than doubled in size in response to the ever-increasing demand for action on climate change. We now have 32 part time staff and our income is £1.4m (2021/22). We run around 25 projects, which are funded in a variety of ways, and have recently registered for VAT.

This is a fantastic opportunity to join a thriving organisation, of friendly, skilled and highly supportive colleagues, that plays a crucial role in helping Cumbria tackle the climate crisis.

We encourage and welcome applications from suitably skilled candidates from all walks of life.

## **CAfS FINANCE AND RESOURCES MANAGER**

We're looking for a finance professional to take the lead on the day-to-day management of our finances who also has the appetite to work strategically and develop new, more efficient ways of managing our budgets and staffing capacity - which will in turn help CAfS deliver more climate action. It is a role which sits at the heart of CAfS, working across all our teams and closely with the chief executive and board of trustees. It involves delivering both daily financial activities and helping to shape the longer term direction of CAfS.

You will have a track record of developing and implementing financial management, monitoring and reporting systems. You will have an interest and ability in working at a strategic level. Your numeracy skills will be excellent as will your ability to develop collaborative relationships with your colleagues.

The role also leads our tight-knit finance and admin team of five part time employees with one direct report. This team is the backbone of CAfS. The finance manager line manages our office and people support manager,

who ensures the day-to-day implementation of various aspects of office administration and HR including recruitment, induction, performance management, data protection and health and safety. The team also includes a dedicated administration and finance officer who delivers day to day support for financial management.

## **MAIN PURPOSE OF ROLE**

- Develop and implement efficient and effective day to day financial management which is compliant with regulation, and ensure monitoring, analysis and reporting for budget holders, the chief executive and the board of trustees.
- Champion CAfS longer term financial wellbeing and continued growth by horizon scanning and contributing to strategic analysis of the economic feasibility and risks of business plans.
- Lead the Finance and Administration Team, ensuring that the team is adequately resourced, promoting a supportive culture and opportunities for employee development and training.

## **KEY TASKS**

### **Finance and staffing resource management**

- Ensure the day-to-day financial and accounting operations and systems are fit for purpose and implemented.
- Lead our annual budget setting and 6-monthly review and cashflow forecasting in collaboration with project and programme managers.
- Prepare quarterly reports to Board and six-monthly or yearly projections, analysis and advice, and ad hoc reports as necessary.
- Support the Trustees, CEO and programme managers with financial forecasting/planning, and allocation and funding of staff and other resources.
- Lead the assessment, development and implementation of more efficient finance processes and systems, eg for invoicing and payments.
- Lead the assessment, development and implementation of resource management systems.
- Lead CAfS year-end accounts process, including managing our relationship with our auditor.
- Support the development and delivery of CAfS' long term strategy and business plan, including providing financial projections and risk analysis.

- Ensure CAfS financial policies and procedures comply with relevant legislation/regulations, reflect best practice and are consistently applied throughout CAfS.
- Oversee delivery of payroll and workplace pensions provision.
- Ensure compliance with relevant HMRC rules, including VAT, and gift aid, and oversee submission of necessary returns.
- Ensure compliance with State Aid rules.
- Commission specialist tax and other financial advice as required.
- Support colleagues who are preparing and managing project budgets with the aim of ensuring full-cost recovery.

### **Organisational Administration**

- Lead the Finance and Administration team to ensure teammates are supported and developed.
- Oversee the Office and People Support Manager who is responsible in particular for:
  - Developing appropriate staff, trustee and volunteer recruitment, induction and retention policies and processes, including performance management.
  - Ensuring all staff have up-to-date contracts and other HR documentation.
  - Regular reviewing of staff handbook and other people policies.
  - Development and implementation of employee satisfaction monitoring.
  - Management of specialist HR advice contract, GDPR advice contract, and H&S implementation contract.
  - Annual review of insurance options.
- Review, improve and ensure implementation of project forecasting and accounting processes and support effective project management throughout CAfS.
- Ensure that our IT, telephone and internet provision and contracts are fit for purpose and value for money (for both office and home working).
- Oversee our procurement policy and its application.
- Ensure appropriate insurance is in place for all activity.
- Oversee the provision of appropriate equipment and office space for employees and trustees.

### **Other responsibilities**

- Contribute to the development and implementation of the organisational strategy and action plan (in development at the moment).
- Keep abreast of legal or best practice developments in financial and organisational administration and recommend revisions to relevant CAfS policies and procedures.
- Support the Remuneration sub-committee of the Board in setting salary grades and agreeing terms and conditions.

- Take part in our senior Management Group.
- Deputise for CEO when needed.
- To work with the rest of the team to carry out any other task or project required from time to time, as directed by the CEO or Trustees.

## **PERSON SPECIFICATION**

### **Essential**

- At least three years' experience of management accounting, including analysis and commentary.
- Experience of audits, invoices, bank reconciliations, accounts payable and accounts receivable and budget preparation.
- Experience of working with and co-ordinating expenditure across multi-project budgets.
- Knowledge of financial regulations, including VAT, and accounting processes.
- Proven ability to manage payroll.
- Experience of recruiting and managing staff.
- Proficient in Microsoft Office suite.
- Strong attention to detail.
- Excellent written and verbal communication skills.
- Excellent organisational skills and ability to manage time-sensitive tasks.
- Ability to work flexibly and occasionally out of hours.

### **Desirable**

- Fully or part-qualified ACCA, CIMA, ACA or CIPFA.
- Use of payroll software.
- Working knowledge of using QuickBooks.
- Experience of charity sector accounting/finance.
- Experience or understanding of project management.
- Knowledge of health and safety legislation and employment law.
- Experience of developing and delivering IT, H&S, and data protection policy and procedures.
- Understanding of and commitment to the aims and objectives of CAFS.

If you have any questions about the role, please contact Karen Mitchell: [karen.mitchell@cafs.org.uk](mailto:karen.mitchell@cafs.org.uk).