



# Finance Manager

## Job Description



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## Introducing TLG...



Transforming Lives for Good (TLG) is a national charity that helps churches to bring hope and a future for struggling children. That means getting alongside struggling children, providing practical support in and out of school and connecting with home to bring hope and a future.

All over the UK, children are struggling in school for all kinds of reasons and many families are suffering without hope. Nationally, the latest statistics show that:

- Children living in poverty are 4 times more likely to get a permanent exclusion from school
- More than two thirds of the current prison population were excluded from school
- One in six 16–24 year old 'NEETs' (those not in Education, Employment or Training) die within ten years of falling out of the system
- 1.5 million children are entitled to free school meals in the UK

But there is hope.

It comes through the local church making a real difference in their community. TLG is passionate about bringing a practical approach that goes way beyond education and works to build strong connections between local churches, families and schools. At TLG, we have a big vision to make the difference in as many children and families lives as possible. We are transforming lives for good!

## An award-winning culture!

By working at TLG, you'll be part of an organisation that has been recognised nationally as an exceptional place to work. In 2019, we were named the best charity to work for in the UK by the prestigious Sunday Times Best Not-for Profit Organisations to Work For!

This special award highlights all the positives about working at TLG! We love to look after our team and here are some of the great benefits we offer:

- Fun team times away
- Retreat days for all staff
- Generous holidays & flexible working arrangements
- Access to 'The Leadership Track', our 11-month leadership programme
- Special recognition & benefits for staff to mark every 5 years at TLG
- Above & Beyond recognition scheme for high-performing staff
- Support for staff: counselling & coaching
- Contributions towards training & professional qualifications to enhance personal development.
- A generous 10% employer's pension contribution.

And of course you have the reward of seeing lives changed along the way!

# Job Description

**Location:** National Support Centre, West Yorkshire

**Salary starting range:** £29,671 - £35,855 (including 10% employer's pension contribution)

**Hours:** 37.5 hours per week

**Reporting to:** Director of Finance and Compliance

## Job Role

The Finance Manager will be a highly capable accountant bringing leadership to the operational running of the finance function. As a strong team leader, the Finance Manager will work alongside the Director of Finance to develop and lead a finance team who are equipped and empowered to bring financial leadership to the organisation at every level in line with TLG's culture and values. Clear systematic thinking and resolute leadership will be essential to influence and support the implementation of system changes needed to support financial management in an increasingly complex organisation. As a member of TLG's wider leadership group, the Finance Manager will also play a key role in the organisation's wider business development, including TLG's commercial subsidiary Hope Park Business Centres. This exciting role will work externally, connecting key stakeholders and managing relationships across TLG. Supporting the Director of Finance to drive efficiencies throughout the organisation, the Finance Manager will be critical friend and play a crucial role in applying rigorous methodology across the Finance department.

## Role Tasks

### Financial Leadership

- Forecasting and cash flows.
- Working with the Core Team and Heads of Departments to set the TLG budget and departmental budgets
- Writing, reviewing and updating Finance Policies on an annual basis.
- Update and manage expenses & credit card procedures.
- Maintain strong relationships with lenders and key stakeholders: meetings, reporting, negotiating and other associated tasks.
- Systems review.
- Create & keep up to date resources for managers.

### Accounts

- Create TLG's Management Accounts.
- Collate and present Trustees Report Data on a quarterly basis.
- Lead on the audit process.
- Prepare annual accountants.
- Work with HR to collate and process monthly payroll data, making salary payments.
- Process & make expense payments.
  
- Banking.
- Upload and reconcile pensions monthly (on the 7<sup>th</sup> & 19<sup>th</sup> of each month)
- Collate inland revenue real time information and teacher pension.
- Make online payments.
- Consolidate accounts for Hope Park Business Centre, TLG's subsidiary organisation.

### Communications with Managers & Partners

- Communicate with budget holders across departments.
- Hold face-to-face annual head of department meetings.
- New partners/projects: create budgets, communicate with relevant parties, develop systems for new programmes.
- Induction: training new managers & Heads of Departments on TLG's financial systems and processes.
- Regular communication and interaction with TLG Church Partners, attending Proprietor Meetings, new centre days & Church Manager Forums as requested to be present and available for questions and advice.

### Data Collection

- Ad-hoc data finding for staff as needed.
- ERDF
- Filing.

### Oversight & Line Management

- Oversee Finance in leading Hope Park Business Centre management and other projects.
- Line manage & support the Finance Officer and Finance Assistant(s) in their roles.
- Responsibility as part of the TLG leadership forum group to lead both within the National Development team, within the Finance Team and across the organisation where appropriate to support wider TLG aims, vision and values.

### Additional Responsibilities

- Attend, fully participate in and, on occasions, lead daily Christian devotionals and times of worship for the wider TLG team.
- Be aware of the opportunity to participate in residential trips, involving children from the projects that TLG are a part of.
- Attend TLG's Staff Conference three times a year, involving active participation in corporate Christian prayer and worship and the opportunity to share faith testimonies of young people

involved in TLG's programmes.

- Be prepared and willing to represent TLG at external events, including Christian exhibitions and church talks.

# Person Specification

|  | Essential  | Desirable  |
|--|--|--|
|  | <ul style="list-style-type: none"> <li>• Achieved good grades at GCSE and A-level in a range of subjects including Maths and English.</li> <li>• Experience of minimum of 3 years in an equivalent role.</li> </ul>  | <ul style="list-style-type: none"> <li>• Educated either to bachelors' degree level or NVQ level 4.</li> <li>• Qualified accountant to at least CIMA, ACCA, or ACA level.</li> </ul>   |
|  | <ul style="list-style-type: none"> <li>• Proven dynamic leadership ability.</li> <li>• Ability to manage, develop, focus and lead teams in order to deliver in a target driven environment.</li> <li>• Highly developed communication skills, both written and verbal.</li> <li>• Good working knowledge of current accounting software systems.</li> <li>• Knowledge of management systems for all accounting functions including purchase ledger, sales ledger, payroll, cash and banking, nominal ledger.</li> <li>• Budget preparation, monitoring and financial forecasting.</li> <li>• Preparing and presenting financial and management accounts, reports and data.</li> <li>• Ability to balance competing priorities, consistently balancing the big picture with the detail.</li> <li>• Ability to receive feedback and act upon it in a constructive manner.</li> <li>• Ability to build good working relationships at all levels</li> <li>• Keen analytical and problem solving skills</li> <li>• Ability to translate financial concepts to individuals at all levels in the organisation – including non-finance employees</li> <li>• Active knowledge of the financial context of local churches in the UK and an understanding of how they operate.</li> </ul> | <ul style="list-style-type: none"> <li>• A well-developed knowledge of charity accounting practice</li> <li>• An understanding of the challenges and opportunities of the charity sector</li> <li>• Tax relating to charities</li> </ul> |
|  | <ul style="list-style-type: none"> <li>• All aspects of organisational financial leadership</li> <li>• Managing a high performing team</li> <li>• Communicating key data to a range of internal and external audiences</li> <li>• Experience of liaising with auditors, business advisers and board members.</li> <li>• Leading and influencing at all levels of an organisation</li> <li>• Liaising with statutory agencies. e.g. Charity Commission, Inland Revenue, H M Revenue &amp; Customs</li> </ul>  | <ul style="list-style-type: none"> <li>• Manager role within an organisation</li> <li>• Time within the not for profit sector</li> </ul>   |
|  | <ul style="list-style-type: none"> <li>• Commitment to actively pursue the ongoing personal, professional, and spiritual development of themselves and colleagues within the life of a local church in order to enhance their contribution to TLG.</li> <li>• Attend and participate fully in devotions, prayer meetings and staff conferences to enhance the spiritual relationships within the team.</li> <li>• Able to work sensitively with those of different cultures and faiths whilst having their own strong and vibrant Christian faith, and commitment to Equal Opportunities</li> </ul>  | <ul style="list-style-type: none"> <li>• Actively involved in a local church congregation.</li> </ul>  |

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| <ul style="list-style-type: none"><li>• Play an active part in promoting the work of TLG including the recruitment of individual regular donors through TLG Hope Giver scheme.</li><li>• Complete an enhanced DBS check prior to employment and disclosure reveals no reason for the applicant being unsuitable to work with young people.</li><li>• Provide 3 referees. At least one referee needs to represent Christian commitment and be able to comment on your faith and growth as a Christian. References will be taken up after short listing.</li><li>• Provide evidence of suitability to work in the UK and appropriate qualifications.</li><li>• Promote and safeguard the welfare of children and young persons.</li></ul> |  |
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## Application Process

The recruitment for this position has been outsourced and is being managed by Christian Jobs Ltd [www.christianjobs.co.uk](http://www.christianjobs.co.uk) All applicants should visit this website and visit the advertisement to download the application form which must be sent to [james@christianjobs.co.uk](mailto:james@christianjobs.co.uk) alongside your current CV, both of which must be in word format.

If you have any problems with the online application process, please contact [james@christianjobs.co.uk](mailto:james@christianjobs.co.uk) and someone will get back to you as soon as possible.

The deadline for applications is **5pm, 14th August**. Interviews tbc.