

Finance Manager Job Description

The Navigators UK Ltd is an incorporated charity (charity number 1099148 and company number 04429021) and is based in an office in central Southampton. Details of the ministries of the Navigators UK can be found on our website navigators.co.uk. Our charitable activities are undertaken by a large group of self-employed Representatives and Connect Workers, who receive gift income from the Navigators, and by volunteers known as Associates.

The Finance Manager is a senior strategic role and is required to be an active Christian. The Navigators UK have only a small number of employees (currently four) and so the ability to work as a team and to be happy performing a wide range of activities, from routine day to day jobs to the production and presentation of complex financial reports, are key.

The Finance Manager's main role is with Navigators UK, but they will also be required to provide financial back office support for NavEurope, an umbrella organisation that oversees Navigator organisations within Europe. The Regional Director for NavEurope is based in the Navigator office in Southampton.

RESPONSIBILITIES AND DUTIES

Manage the day to day finances of The Navigators UK

Donations are received for our Reps and for our central funds mainly by standing order, and are recorded and allocated using a charity CRM software database called ThankQ. Summaries of gifts received and all other transactions are recorded using Sage accounting software.

- Record regular donations on ThankQ
- Calculate and make payments due to Representatives and Connect Workers monthly, quarterly or as requested
- Prepare information for monthly financial statements for Representatives and Connect Workers
- Pay bills and invoices
- Process expenses claims and arrange reimbursements
- Prepare and allocate Gift Aid claims on ThankQ
- Administer salary payments, PAYE and pensions for employees (including auto-enrolment duties)
- Record all payments, receipts and transfers on Sage
- Carry out bank reconciliations and other month end procedures
- Produce invoices for publications sold, and maintain a record of sales and stock on Sage
- File and store records of financial transactions

Produce financial reports and information

- Produce monthly management accounts
- Monitor general organisational finances and budgets
- Attend Finance Committee meetings and Trustee meetings
- Provide financial information to the Country Leader, budget holders and Trustees as requested
- Help compile annual income and expenditure budgets for central funds
- Be aware of current issues in charity finance, employment law and other relevant areas

Produce end of year accounts

- Complete all year end procedures
- Produce end of year accounts
- Liaise with Finance Committee members and external auditor
- Coordinate production of annual Trustee Report
- Assist Office Manager with figures for Company Return and Charity Returns

Provide cover for the Office Manager when absent

- Open post and check e-mails and respond to urgent matters arising
- Answer telephone calls
- Process and receipt donations received in the post
- Send out publication orders

Provide financial back office support for NavEurope

NavEurope is a charitable incorporated organisation (CIO) (charity number 1168983) that is also based in the office in Southampton. NavEurope funds are held in the UK in a sterling account and a euro account and in a US dollar fund held with the US Navigators. All transactions are recorded on Sage in euros.

- Process expenses claims and arrange reimbursement
- Monitor US and UK NavEurope accounts
- Record all transactions on Sage
- Provide regular financial reports for the NavEurope Board
- Inform participating countries of the levy for the coming year and monitor receipt
- Produce end of year accounts and liaise with external independent examiner
- Assist Regional Director with the production of annual income and expenditure budgets
- Assist Office Manager with figures for Charity Return