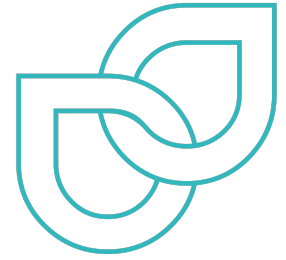


# ACTS TRUST JOB OPPORTUNITY



## YOUR ROLE:

### Finance Manager

Salary:	£ 28,500pa FTE (pro rata)
Working hours:	22.5 hours per week (flexible)
Location:	Home-based with an expectation to work in our Lincoln office for various occasional meetings and to travel to various venues around the City
Term:	Permanent
Benefits:	25 days annual leave per year (pro-rata) plus bank holidays Pension Training Opportunities
Reports to:	The Chief Executive Officer

**Deadline for Applications: 5pm on Monday 16th August 2021**

**Stage 1 Interview: Please be available w/c 23rd August**

## JOIN THE TEAM:

**Act Trust** is a dynamic Lincoln-based charity founded by Alive Church with a mission to Empower People to End Poverty. To fulfil our mission we mobilise volunteers and run projects which are constantly adapting and developing. These currently include:

- **Lincoln Foodbank:** Providing emergency food for people in crisis
- **Restore Programme:** Supporting people to overcome poverty causes through skills and knowledge development (eg: Life Skills, Money Management, Employability, Wellbeing and ESOL)
- **Energize:** Support young people to raise their aspirations, improve their life choices and reduce the risk of exclusion
- **Night Light Cafes:** Providing safe spaces every day of the week for those experiencing a mental health crisis
- **Community Grocery:** Launching 2021, providing low cost food shopping for membership, alongside support

We are a **passionate** and **determined** team who love to **learn** and **serve** together. And with 15 years of experience working in the City, we are a **bold, empowering** and **reputable force for good**.

# YOUR ROLE DESCRIPTION:

The Finance Manager is an **exciting new role**, which will be a **strategic position** within our senior staff team, working closely with the CEO, finance Director and senior project leaders. As a part of this team, you will be helping to enable our mission to Empower People to End Poverty and making a real difference to the lives of people in Lincoln.

The successful applicant will be responsible for supporting the CEO and Financial Director in **overseeing effective day to day financial operations** as well as **ensuring effective fiscal planning and reporting** across teams and areas within the trust.

Acts Trust relies on external funding as key contributions to their annual budget and so the Finance Manager will support the Operations Team in **identifying and securing funding** to meet the resource needs of the organisation's budgets. They will be an active and vocal supporter of the work of Acts Trust and our founder, Alive Church.

# YOUR KEY DUTIES AND RESPONSIBILITIES

## FINANCIAL MANAGEMENT

- Overseeing accurate day to day financial management;
  - Authorising invoice expenditure and expense claim payments
  - Monitoring Acts Trust's bank activity
  - Accurate and timely preparation of invoices and wider financial documentation and processes (such as establishing direct debits) for customers, donors and suppliers
  - Supervising Acts Trust's bookkeeper
  - Providing ongoing management, monitoring and oversight to departmental budgets
- Planning, evaluating and reporting;
  - Planning and preparation of annual budgets in liaison with the Director of Finance, CEO and Team Leaders
  - Compiling financial reports for stakeholders; including profit and loss review for Senior Leadership team and the Board of Directors
  - Provide ongoing liaison and support between Acts Trust and Alive Church finance department (for payroll services) and our accountants for the preparation of annual accounts
  - Completing Gift Aid Claims
- Funding;
  - Assisting the Operations Team in researching and writing funding applications and working with team leaders in preparing budgets for grant applications
  - Grants management including tracking of expenditure, providing evidence of spend, maintaining audit trails and financial reporting
  - Supporting the teams in preparing Grant Evaluation Reports for funding partners/significant donors.
  - Advising and supporting the development and implementation of the Acts Trust fundraising strategy and approach

## OTHER DUTIES

- Supporting the operation of the charity at management level by providing effective insight and advice on funding and fundraising matters.
- Actively engaging and supporting Trust wide events and campaigns
- Any other duties as directed by the Chief Executive or Board of Directors



# YOUR KNOWLEDGE AND EXPERIENCE

## ESSENTIAL

- Experience of working within a Small-Medium Enterprise in a financial or bookkeeping role
- Experience of working dynamically and flexibly across multiple projects or operational areas at once
- Experience and understanding of accounting processes such as bookkeeping and reporting
- A knowledge of grant application and reporting processes and/or tendering for contracts

## DESIRABLE

- A contextual understanding of financial requirements and policy within the charity sector
- Experience of working within the charity sector; specifically contributing insightful financial reporting and documentation for various purposes
- A working knowledge and understanding of payroll operations and software
- Experience of liaising with accountants for the preparation of annual accounts
- Experience of submitting Gift Aid claims
- Experience of working with churches

# YOUR SKILLS

- Excellent financial skills with strong attention to detail and accuracy
- IT literate with a strong knowledge of relevant financial software (e.g.: Google Sheets and Xero)
- Able to generate clear and concise reports including accurate analysis and summary
- Proven ability to support new projects and initiatives with financial data and modelling
- Resourceful; will always seek to maximise the impact of financial provision across the organisation
- Trustworthy and able to consistently model a high level of integrity and accountability
- A confident and clear communicator with excellent interpersonal skills, including the ability to articulate concise and persuasive rationale in support of funding bids.
- Can effectively multitask and prioritise workload across a range of teams and needs

# YOUR QUALIFICATIONS

- A basic accounting qualification such as AAT or part Qualified Accountant or equivalent (or demonstrable experience working to this level)
- Level 3 Qualifications (A Levels or equivalent)

# YOUR PERSONAL ATTRIBUTES

- Have a keen interest in **social justice** and **local community action**
- Committed to Acts Trust's **Vision, Mission** and **Values** (you can read more about these on our website at [www.actstrust.org.uk](http://www.actstrust.org.uk))
- Understanding and commitment to equal opportunities
- Demonstrate the ability to work effectively with people from a range of ethnic, cultural and social backgrounds, gender, age, religious and sexual orientation
- Willingness to be flexible with hours including the occasional evening meeting or event
- Adaptable to change as our projects develop and grow with time
- Will proactively seek opportunities to promote fundraising within personal networks and relationships
- Model personal generosity towards Acts Trust through giving campaigns

## INTERESTED?

You're just a few steps away from an opportunity to join Acts Trust!

1. If you would like to, please feel free to get in touch for an informal chat about the role.
2. Request an application pack

You can do either of these by emailing [simon@actstrust.org.uk](mailto:simon@actstrust.org.uk)

**Deadline for Applications: 5pm on Monday 16th August 2021**  
**Stage 1 Interview: Please be available w/c 23rd August**

**[WWW.ACTSTRUST.ORG.UK](http://WWW.ACTSTRUST.ORG.UK)**