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| **EYST Finance Manager (PT Maternity Cover)** |
| **Job Title**  | EYST Finance Manager (PT Maternity Cover) |
| **Hours of Work**  | 14 hours a week  |
| **Salary**  | £13,200 per annum (£33,000 pro rata)  |
| **Tenure** | 9 Month Post (start date which is to be confirmed) |
| **Responsible for** | Oversight of EYST Finances  |
| **Responsible to** | EYST Co-Director/ Head of People & Governance |
| **Location of Work**  | Various locations across Wales including Cardiff, Swansea & Wrexham) with remote working on occasions possible.  |
| **Notes:** | Enhanced DBS will be required for this role.Evidence for the right to work will be required for this role. |

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| **Role Overview**We are looking to recruit a Part Time Finance Manager to cover Maternity leave of 9 Months. The role will work closely with EYST Senior Leadership Team, Co-Director/Head of People & Governance and Finance Officer to oversee the smooth running of EYST finances. The role will involve working with our key stakeholders including our accountants, Trustee board and Team leads. |

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| **Aims of the Post** |
|  | To lead on the management of all aspects of EYST finances |
|  | To implement and improve existing financial management systems |
|  | To oversee all financial transactions, input to systems, and prepare accurate and timely reports as required.  |

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| **Principal Accountabilities and Main Duties** |
|  | Responsible for developing, implementing and managing financial systems to provide accurate financial records and control systems.  |
|  |  Responsibility for all banking procedures, including liaison with banks, building societies and cheque signatories.  |
|  | Account for all financial transactions and prepare monthly accounts and bank reconciliations  |
|  | Prepare and presenting bi-monthly management accounts to the Senior Leadership and Board of Trustees.  |
|  | Prepare Annual Budget and three year forecasts in consultation with the Senior Leadership |
|  | To provide any other financial reports as required for Senior Leadership, Board of Trustees, Funders or Donors. |
|  | Communication with funders/donors re financial claims, reports and budget tracking |
|  | Assist fundraising officer with financial aspects of bids |
|  | To oversee the day-to-day input of transactions onto the electronic accounting system |
|  | Communicate current project budgets and finances with relevant team leads and ensure information passed between Team Leads and Senior Leadership |
|  | Payroll – monthly salary updates from Senior Leadership, updating own systems and files, and external payroll accountant for processing payroll |
|  | Ensure efficient processing of all organisational expenditure and allocating under correct budget headings.  |
|  | To oversee the petty cash system |
|  | To oversee payment schedules for authorisation by organisation signatories |
|  | To prepare cash flow accounts and management accounts |
|  | Oversee the banking of cash/cheques received.  |
|  | Liaise with the auditors during the annual audit as required. |

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| **Person Specification** |
|  |  | Essential or desirable  |
|  | A formal financial qualification |  **E** |
|  | A minimum of two years’ experience of undertaking work in a similar role | **E** |
|  | A high level of competence in using Excel spreadsheets | **E** |
|  | Experience of using computerised financial systems, including Quickbooks | **E** |
|  | High level of attention to detail and self-motivation | **E** |
|  | A high level of personal integrity and professionalism  | **E** |
|  | Energetic and enthusiastic, good team-worker | **E** |
|  | Understanding of working in the charitable and voluntary sector  | **E** |
|  | Ability to work independently and to tight deadlines. | **E** |
|  | Commitment to the aims and organisational values of EYST Wales | **E** |