

# Article36

## Job description – Finance Manager (part-time)

The job description/person specification is reviewed and updated each year. It should be in line with Article 36's Equal Opportunities Policy.

Job Title	Finance Manager
Based at	Working from Article 36 office, London
Reports to	Managing Partner
Job Purpose	Responsible for ensuring the overall effective financial management of the organisation
Staff managed	(0) Dependent on organisation development
Salary	Part time, 2 days per week, £12,000 per year (£30,000 per annum pro rata)
Finances managed	Annual budget
Date and reference	August 2013

**Duties:** Areas for which the post has responsibility and accountability. The percentage beneath each duty indicates the estimated amount of time over a year that should be spent in delivering this area of work.

**Standards:** Provide outline guidance on how to meet the duties/responsibilities of the post and are measures by which the post-holder will be assessed in the job.

Duties Percentage of time Standards	Job objectives and outcomes
<b>Duty 1</b> 30%  <b>Standards</b>	<b>1. Ensure responsible and effective financial management of Article 36</b> <ul style="list-style-type: none"> <li>• Responsible for all financial management and accounting;</li> <li>• Develop and maintain effective financial practices and systems including responsible, accessible book-keeping, finance and information systems and processes;</li> <li>• Support drafting and advise on the development of an annual budget;</li> <li>• Coordinate annual audit and tax payments;</li> <li>• Main point of contact for bank and auditors;</li> </ul>
<b>Duty 2</b> 30%	<b>2. Ensure responsible and effective management of grants</b> <ul style="list-style-type: none"> <li>• Monitor grants and expenditure to ensure projects are on track with</li> </ul>

<b>Standards</b>	<p>spending, cash flow and that expenses are in line with agreements;</p> <ul style="list-style-type: none"> <li>• Report on the status of grants through the production of monthly management accounts;</li> <li>• Monitor and reconcile expenses related to certain events and projects;</li> <li>• Ensure Article 36 is meeting its obligations and in compliance with grant agreements;</li> <li>• Produce financial reports to donors and board as required;</li> <li>• Support staff in fundraising and donor relations as required in the preparation and review of budgets in funding proposals;</li> </ul>
<b>Duty 3</b> <b>40%</b>  <b>Standards</b>	<p><b>3. Manage the effective day-to-day financial operation of the organisation</b></p> <ul style="list-style-type: none"> <li>• Record expenditures and income;</li> <li>• Process bank transfers, cheques, advances and payments;</li> <li>• Code and pay invoices and authorisations of expenditure in a timely manner, and store all invoices in a financial system;</li> <li>• Reconcile purchase orders with invoices;</li> <li>• Pay staff salaries, taxes, insurances, permits, etc in a timely manner;</li> <li>• Administer and reconcile office petty cash funds;</li> </ul>

**Desired qualifications:**

- At least three years of relevant professional financial experience, preferably in the NGO sector.
- Experience in the financial administration of funding grants.
- Knowledge and practice of the UK accounting systems.
- In depth knowledge and experience of SAGE 100 accounting software in addition to Microsoft Office products.
- Proven capacity to work in a self directed manner as well as a demonstrated capacity to work collaboratively with staff and campaign members.