

<b>Job Title:</b>	<b>Southampton Mencap FINANCE OFFICER</b>
<b>Salary</b>	<b>Up to £35k pro rata.</b>
<b>Contract</b>	This is a permanent position of 21 hours spread over 3 days per week but there will be room for negotiation on working arrangements for the right candidate. A review will take place after 6 months to ensure that any agreed arrangements are in the best interest of the organisation and its financial activities.
<b>Location:</b>	Mencap Centre, 187a Portswood Road, Southampton, SO17 2NF (lane opposite Victory Church running between Post Office and October Books) Car parking available.  This post will be primarily office based with the possibility of flexitime and occasional working from home.
<b>Expenses:</b>	Travel expenses for work business paid @ 50p per mile. This excludes travel to and from work location.
<b>Annual Leave:</b>	Annual leave starts at 24 days pro rata per annum [exclusive of bank holidays]. Entitlement rises by an additional day after 2 years and 5 years of completed continuous service.
<b>Accountable to:</b>	Board of Trustees and CEO.
<b>Key Aims of Post</b>	<ul style="list-style-type: none"> <li>• Working closely with the current Finance Officer so that there is a transfer of all financial responsibilities to the post holder by end March 2024.</li> <li>• To take responsibility for the overall financial functions in order to meet legislative requirements and support the operations of the organisation.</li> <li>• To manage the financial aspects of the range of services within the organisation.</li> <li>• To work within the organisation's policies and procedures at all times to ensure all systems are processed in an accurate and timely manner.</li> </ul>
<b>Background to</b>	Southampton Mencap is a registered charity, working with, and for, people with a learning disability and their families. The charity is

187a Portswood Road, SO17 2NF – Tel: 023 8058 4088

E Mail: [admin@southamptonmencap.co.uk](mailto:admin@southamptonmencap.co.uk)

Website: [www.southamptonmencap.org](http://www.southamptonmencap.org)

*Job Description/FINANCE MANAGER/Southampton MencapNOV.2023*

<b>Southampton Mencap</b>	<p>based in Portswood in Southampton and primarily provides services for people living in the City and its wider Hampshire boundaries. Services include;</p> <ul style="list-style-type: none"> <li>• High quality, flexible services which support people of all ages with a learning disability and their families/ carers.</li> <li>• A day service programme for people with learning disabilities to equip them with life skills, increase their independence and offer a range of work-like experiences.</li> <li>• Age appropriate evening and weekend social opportunities.</li> <li>• Advice and information on learning disability matters</li> <li>• Sharing resources, agreeing standard practices and avoiding duplication by developing good working relationships with others wherever possible.</li> <li>• Monitoring and reviewing demand to inform the development of services which meet the needs of our client group.</li> </ul>
<b>Essential Requirement:</b>	<p>The payroll element of this role will involve key working times in the monthly cycle.</p> <p>Duties and responsibilities may vary from time to time without changing the general character of the duties and level of responsibilities entailed.</p> <p>In addition it is a requirement that all employees accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation in order to meet changing needs and demands.</p>
<b>Conditions of Employment:</b>	<p>Southampton Mencap is an equal opportunities employer working within its equality and diversity policy. Regular support will be available through one to one sessions, on the job training and performance reviews. Conditions of service are detailed in the employment contract and Employee Handbook.</p>
<b>References and DBS check:</b>	<p>Position will be subject to two satisfactory references and an enhanced DBS [Disclosure and Barring Service] check</p>

187a Portswood Road, SO17 2NF – Tel: 023 8058 4088

E Mail: [admin@southamptonmencap.co.uk](mailto:admin@southamptonmencap.co.uk)

Website: [www.southamptonmencap.org](http://www.southamptonmencap.org)

*Job Description/FINANCE MANAGER/Southampton MencapNOV.2023*

## Key Financial Tasks

- Keep the accounts and take to trial balance.
- Payroll for a staff of about 25. This includes staff on zero hour contracts who work variable hours each month.
- Produce timely quarterly management reports.
- Producing invoices and recording payments.
- Liaise with suppliers and pay for supplies and orders.
- Managing the petty cash.
- Budgeting.
- Report to Companies House and the Charity Commission.
- Providing information required by outside bodies, eg Office for National Statistics.
- Attend Trustees meetings and advising trustees and the CEO as required.
- Liaise with Mencap staff and commissioners to follow up funding awards, care packages and purchase order numbers.
- Work within GDPR policies and procedures.
- Work with the CEO in the preparation of funding bids to provide financial information.
- Work with the Senior Administrator to understand her role within the day to day financial management of the office.
- Other additional tasks relating to the role and the smooth running of the organisation as requested by Senior Management.

187a Portswood Road, SO17 2NF – Tel: 023 8058 4088

E Mail: [admin@southamptonmencap.co.uk](mailto:admin@southamptonmencap.co.uk)

Website: [www.southamptonmencap.org](http://www.southamptonmencap.org)

*Job Description/FINANCE MANAGER/Southampton MencapNOV.2023*

## PERSON SPECIFICATION

### QUALIFICATIONS

	ESSENTIAL	DESIRABLE
<b>Professional qualification in</b>		
- Accountancy or Bookkeeping	✓	

### SKILLS AND EXPERIENCE

	ESSENTIAL	DESIRABLE
<b>Demonstrable experience of</b>		
- At least 3 years background in a financial role	✓	
- Finance systems, e.g. Sage	✓	
- Bookkeeping	✓	
- Using Microsoft Office and database system	✓	
- Office Administration	✓	
- Charity finance and regulation		✓
- Employment legislation		✓
- Charity governance		✓

### PERSONAL ATTRIBUTES

	ESSENTIAL	DESIRABLE
- Excellent organisational skills including attention to detail, record keeping and data management	✓	
- Highly organised with the ability to prioritise a heavy workload and multi-task to meet deadlines	✓	
- Excellent verbal, written and numerical skills	✓	
- Ability to communicate with confidence, tact and clarity with a range of individuals and groups in a variety of settings.	✓	
- Ability to present financial and statistical reports	✓	
- Understanding of confidentiality and data protection	✓	
- A commitment to equality, diversity and Southampton Mencap values	✓	

187a Portswood Road, SO17 2NF – Tel: 023 8058 4088

E Mail: [admin@southamptonmencap.co.uk](mailto:admin@southamptonmencap.co.uk)

Website: [www.southamptonmencap.org](http://www.southamptonmencap.org)

*Job Description/FINANCE MANAGER/Southampton MencapNOV.2023*