

Wellsprings Together

Finance & Operations Manager: Job Description

Context

Wellsprings Together is an established, growing, regional charity with a vision to see faith transforming communities.

The newly created role of the Finance & Operations Manager will help to support the implementation of this vision across the Anglican Diocese of Leeds to achieve our four strategic aims:

- Parishes & faith groups having the capacity & empowerment to transform their communities collaboratively & sustainably.
- Change agents & leaders embedded in communities bringing about the change they want to see.
- Local communities learning to live together well & experiencing increased levels of cohesion across differences particularly of faith & ethnicity.
- Decision makers at regional & national levels are informed by the needs of grassroots communities and inspired by the response of faith informed social action.

As part of its strategic partnership with the Anglican Diocese of Leeds Wellsprings Together receives support from the Diocesan Finance team with its financial administration and will be a key relationship for the Finance & Operations Manager.

Key Responsibilities

Accountable to the Chief Officer the Finance & Operations Manager will hold day-to-day responsibilities for the effective financial management of the charity alongside supporting the operational management of the varied programmes and projects delivered by Wellsprings Together. They are responsible for ensuring that Wellsprings Together policies and procedures are implemented and that the internal operations of the charity take place in an effective way.

Principal Areas of Accountability

Finance

- Ensure that accurate and timely financial and performance information is submitted by all members of the Team and compiled into reports that enable the Trustees to fulfil their Charity Commission and Companies House duties.
- With the Chief Officer be a key contact for the charity with external finance parties including the Independent Examiner, Diocesan Finance Team, Funders and HMRC.
- With the support of the Chief Officer and Diocesan Finance team prepare monthly management accounts and with the support of the Independent Examiner prepare the year end statutory accounts.
- Lead on the effective day-to-day operation of the charity's finance systems and processes, ensuring that financial policies and procedures are adhered to including the timely spending of restricted funds; reporting to and supervised by the Chief Officer.

Programme Support

- Support the effective management and delivery of funded programmes to the satisfaction of funders and key stakeholders.
- Support the reporting of progress of projects to funders and stakeholders ensuring delivery to agreed quality, time and budgets including helping the team to measure impact and evaluation.

HR

- Lead staff recruitment, induction, development and training and work with the Network assistant to manage HR records including annual leave, TOIL, parental leave and sick leave.
- Deliver an effective communications strategy to funders and partners.
- Oversee and coordinate the implementation of relevant policies across the Team, ensuring the policies are kept up to date, for example Safeguarding, with support from Trustees and Diocesan subject matter experts.

Other Operations Support

- Manage the grant processes that Wellsprings Together administers.
- Effective management of contacts and project progress using Salesforce and other tools.
- Support the Chief Officer to secure funding to ensure the sustainability of the charity and its ongoing work.

Key Relationships

Wellspring Together Team including the Chief Officer (line manager)

Treasurer

Diocesan Staff including the Diocesan Finance Team

Funders

Person Specification

	Essential	Desirable
Personal Qualities		
Commitment to anti-discriminatory practice in all aspects of work.	X	
Able to handle a demanding and varied workload	X	
Able to establish effective working relationships with colleagues at all levels such that they respond by engaging and supporting	X	
Understanding of the Christian faith and sympathetic to its values.	X	
Excellent self-management and time management	X	
Collaborative team player	X	
High levels of attention to detail and commitment to accuracy	X	
Skills		
Excellent administrative, organisational and time management skills	X	
A self-starter – able to work flexibly, independently, with attention to detail	X	
Financial competence to create and manage budgets for restricted funds	X	
Ability to write effective communications content that excites and engages		X
Experience		
Demonstrable and relevant financial experience preferably within the charitable sector	X	

Experience of using finance software (e.g. Expenseplus)	X	
Knowledge and understanding of community development practice		X
Has worked sensitively and effectively in multi-cultural and multi-faith contexts		X
Knowledge and experience of fundraising and writing grant applications		X
Knowledge and experience of developing project plans and managing the delivery of programmes		X
Familiar with charity policies and procedures including safeguarding	X	
Knowledge and experience of monitoring & impact evaluation	X	
Knowledge and experience of administering grant programmes		X
Knowledge and experience of supporting charity communication strategies		X
Other		
Flexible to work in such locations and at such times as the organisation may reasonably require in delivering the work programme	X	

This job description and person specification is not exhaustive. It will be subject to periodic review and may be amended following discussion with the post-holder and employer.

Outline of terms and conditions

Responsible to: Chief Officer

Hours: 14 hours per week

Salary: FTE salary £32,000 (35 hours pw)

Location: Church House, York Place, Leeds includes flexible working and ability to work from home as appropriate

Pension: NEST Pension Scheme (8% non-contributory)

Annual leave: 26 days plus 8 bank holidays and 4 customary days, pro-rata to 0.4 FTE

Mileage allowance: 45p per mile

Probationary period 6 months

Start date As soon as available