



## **Finance and Operations Manager**

**This post is restricted to women due to the nature of the role. The Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.**

**Salary:** £30,000 pa (full time equivalent)

**Length of contract:** permanent

**Hours:** 15 hours/week

**Base:** St Saviourgate, York (with some home-working)

**Accountable to:** CEO

**The Kyra Women's Project is the only independent charity in York which is dedicated to women's self-development. It is run by women for women. The charity brings together women who are isolated, emotionally vulnerable, or who are looking for help to improve their wellbeing.**

### **PURPOSE OF ROLE**

To support the CEO and the Board of Trustees and provide financial and operational expertise and oversight for the Kyra Women's Project. To work closely with the CEO to ensure the successful development and delivery of the budgets and finances for Kyra, ensuring that the cashflow is carefully managed, as well as overseeing key operational and administrative tasks. This enables the CEO to focus on developing Kyra and its sustainability and growth, strategy, and developing and delivering the programmes of work for the charity's beneficiaries. To support the Kyra Board, the CEO and team by managing the charity's day-to-day financial business, including delivering accurate cash flow analysis, analysing and presenting data, delivering financial controls, identifying and mitigating risks and overseeing the financial health of the charity by pro-actively reporting to the CEO and the Board of Trustees on organisational financial health, areas of risk and areas for improvement

This role is supported by the Finance and Operations Officer, who works 15 hours per week.

## KEY TASKS AND RESPONSIBILITIES

- Oversee the finances and budgets of the Kyra's Women's Project, working closely with the CEO and Finance Committee Chair.
- Process incoming and outgoing payments including through cash, cheque and cards as well as online banking.
- Maintain efficient and accurate computerised financial accounts and bookkeeping records, for both unrestricted and restricted funds.
- Process employee and volunteer expenditure claims.
- Manage office petty cash transaction record and reconciliation, and bank surplus cash when applicable.
- Carry out regular reconciliation of bank and other relevant accounts.
- Support CEO and Trustees with bank account management and reviewing funds transfers.
- Keep Gift Aid Schedule records and claim Gift Aid and Gift Aid on Small Donations.
- Manage staff payroll, including tax and pension contributions.
- Maintain the charity's asset register and advise on timescales for the replacement of assets.
- Ensure the timely and accurate preparation and presentation of bimonthly management accounts, consolidated management accounts and donor financial reports as well as all related processes.
- Continually develop and improve internal systems and processes to ensure an appropriate level of control.
- Monitor cashflow and liaise with the CEO and Board of Trustees to ensure the charity has enough working capital to meet plans and obligations.
- Regularly review suppliers and research and recommend to Trustee Board as appropriate
- Produce accurate and timely financial reports and forecasts
- Manage the bank accounts, utilities, insurance and other contracts as required, ensuring best value for money.
- With the CEO, ensure all annual accounts and financial reports are prepared for submission to the relevant parties
- Prepare draft and annual statutory accounts, including liaison with independent examiners.
- Work with the CEO and Board of Trustees to draw up annual budgets and operating plans.
- Advise and assist with the development of key financial management papers, policies and procedures.
- Alongside the CEO, develop financial models for long term budgeting and business planning.

- Line-manage the Finance and Operations Officer and support their development.
- Work with the Sustainability Worker and programme managers to produce project budgets for grant applications and provide any financial supporting documents as necessary.
- Monitor and report on spending of each fund, to ensure timely re-application and reporting to funders
- Manage payments and proceeds for fundraising events (Kyra's and third party)
- Oversee administration and operations for Kyra to support the CEO
- Lead the process of developing and implementing strong operating procedures, good governance and effective systems for Kyra
- With the CEO, ensure that all administrative systems are operating efficiently and cost-effectively to meet the needs of Kyra
- Act as the Data Controller for Kyra and ensure compliance with GDPR regulations and requirements.
- Oversee the onboarding and screening process (via the Finance and Operations Officer) of new staff and contractors, including reference checks, criminal records checks, preparing contracts, etc.
- With the CEO, review and keep organisational policies and procedures (including staff handbook) up to date, staying abreast of any changes in the wider external legal and operating environment.
- Monitor compliance to organisational policies and escalate compliance and operational risks to the CEO.
- Monitor and renew insurance cover.
- Support with other tasks related to finance and operations as time permits.
- Ensure that all Kyra policies, including confidentiality, data protection and boundary policies, are followed at all times
- Any other duties that may be required and that are commensurate with the role.

**Person specification:**

|                                       |   |           |
|---------------------------------------|---|-----------|
| Qualifications, skills and experience | Minimum of three-year work experience in book keeping and financial accounting, | Desirable |
|                                       | Experience of charity finance procedures and reporting                          | Desirable |
|                                       | Experience of using Xero or similar accounting package                          | Essential |
|                                       | Expertise in using Excel  | Essential |
|                                       | Experience of processing payroll in-house                                       | Desirable |

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|           | Experience of working alone or in small finance team  | Desirable |
|           | AAT qualification or similar  | Desirable |
|           | Knowledge of governance requirements within a UK charity, and of working in compliance with the Charity Commission of England and Wales and the Companies House     | Desirable |
|           | Experience developing organisational policies and procedure   | Desirable |
|           | Experience in recruitment and some knowledge of good HR practice  | Desirable |
|           | Excellent numeracy and analytical skills, able to manage complex spreadsheets, systems and databases  | Essential |
| Attitudes | Proactive and able to work to maintain a high standard of performance with minimum supervision in an impact-driven environment.                                     | Essential |
|           | Excellent communication skills, with an ability to build strong working relationships with people from diverse backgrounds, with an openness to new ways of working | Essential |
|           | Strong organisational and time management skills  | Essential |
|           |   |           |
|           | Able to work alone and in a busy office environment, a team player with a belief in the value of collaborative approaches to learning.                              | Essential |
|           | Calm and reliable, able to multi-task and prioritise appropriately, including reacting immediately to funder requirements   | Essential |
|           | Committed to equality and diversity   | Essential |