



## Job Description

Job title: **Finance and Operations Manager**

Reports to: **General Manager (Line Manager)**  
**Board of Trustees**

### General statement

It is a fundamental principle of Hebron Hall that all staff must be in sympathy with the Christian aims and ethos of the Centre and be prepared to be fully involved in its life.

There is an Occupational Requirement that the Finance and Operations Manager is a practising Christian who is able to uphold the Christian faith in line with Hebron Hall's Vision and Purpose. As well as maintaining the overall Christian ethos, the post holder may lead devotions and services in the care home, represent Hebron Hall at local church services and meetings and Bible study groups and will also organise special events and services, all of which necessitates a real Christian commitment.

Notwithstanding this, Hebron Hall is committed to diversity amongst its employees and will not discriminate on grounds unrelated to our ethos. We believe that defining our occupational requirements does not restrict, but enhances our commitment to diversity.

Owing to the nature of this position, any offer of employment will be subject to a satisfactory enhanced disclosure report from the Disclosure and Barring Service (DBS) and regular Covid-19 tests.

### Purpose of position

The Finance and Operations Manager will lead on financial management and processes, office systems, governance, payroll and HR administration. In addition, you will work closely with the General Manager in the day-to-day running and strategic development of the Charity and act as deputy in the General Manager's absence. You will also work closely with the Board of Trustees and ensure compliance with company and charity law and financial regulations.

The post holder will be a skilled strategic thinker with an active approach to solving problems and a strong desire to build sound and efficient structures and processes, so that the needs of the Charity, our staff, residents and visitors are met.

### Core responsibilities

- Lead on all aspects of finance including the development and maintenance of robust financial processes, managing all internal accounting and working with the General Manager, Trustees and Auditors on all matters related to budgeting, revenue and expenses.
- Lead on the implementation of processes, protocols and policies to help optimise the organisation's day-to-day operations.
- Be the main point of contact for all operational queries and support departments with compliance.
- Ensure that the bookkeeping and payroll software (Sage 50) is accurate, complete, and up to date, including bank reconciliations, prepayments and accruals, income, expenditure, accounts receivable and accounts payable.

- Produce monthly management accounts and cash flow, analyse variance.
- Lead the annual audit process and work closely with the Auditors to produce the statutory accounts and trustees annual report in accordance with the SORP.
- Support the General Manager with budget-setting and monitoring, reforecasting, cash flow and other financial tasks.
- Oversee and optimise payments and contracts, prepare payment requests, process invoices and deal with supplier queries in a timely manner.
- Prepare and make PAYE, NI, SSP, Covid-19 funding, VAT and Gift Aid submissions to relevant bodies.
- Manage financial record-keeping in line with the data retention policy and statutory requirements.
- Review and monitor levels of insurance and adequacy of cover.
- Line manage, develop and empower a small team of staff including the Bookings and Events Coordinator and the Accounts and Bookings Assistant.
- Oversee human resources administration, including payroll and DBS applications and work with the General Manager and external HR consultants on recruitment and HR policies and processes.
- Ensure charity and company laws are followed and file all required reports and returns in a timely manner.
- Oversee all aspects of office and administration management.
- Participate in Board meetings and subcommittee meetings when required and provide secretariat to the Board.
- Perform other related duties as assigned.

### **Person specification**

- Qualified finance professional (ACA/ACCA/CIMA or CCAB equivalent) with significant experience in preparation of budgets, monthly management accounts, forecasts, year-end financial statements, and other reports.
- Minimum of three years' relevant experience in a similar role with demonstrable management and strategic experience.
- Excellent knowledge of Microsoft Office and experience of working with accountancy and payroll software (ideally Sage 50).
- Strong working knowledge of UK charity and employment law.
- Outstanding interpersonal, written, and verbal communication skills.
- Ability to work under pressure and to deadlines, coupled with a degree of flexibility.
- Self-motivated and able to work well in a team-driven environment.
- Exceptional organisational skills, including attention to detail and the ability to multi-task.
- Ability to maintain confidentiality.
- A committed Christian who shares and will support Hebron Hall's values (see below)
- A full UK driving licence is essential. Car ownership (with Class 1 Business insurance cover) would be advantageous. Out of pocket expenses will be paid for business use of private car.

**Remuneration package**

Salary:	£40,000pa basic salary, subject to annual review
Probationary period:	Six months
Working hours:	37.5 hours per week to include some evening, weekend and on-call shifts
Pension:	5% employee contribution, 7.5% employer contribution
Life assurance:	Death in Service benefit equivalent to two years' salary
Holiday entitlement:	28 days per annum including public holidays, increasing with long service
Additional benefits:	Free use of on-site swimming pool, tennis courts and leisure facilities Free on-site parking

Temporary accommodation in a self-contained flat on site may be available for a successful candidate relocating from outside the area.



## Our vision and purpose

Our vision is to see people develop their full potential as valuable members of society and come to a personal faith in Jesus Christ.

Our purpose is to serve our community by providing Christian hospitality and care, and educational, recreational and leisure facilities of the highest standard.

*“Not unto us O Lord; not unto us, but unto Your name be the glory”* Psalm 115 v 1

## Organisation chart

