**Finance Manager**

**Job description and Person specification**

The Green Party is recruiting a Finance Manager to help build strong accounting systems and improve current practice thus ensuring that financial management of the party continues to develop in line with our current growth. This role will be replacing the finance role of the Office, HR and Finance Manager allowing for good initial support and training in your role, but also to allow for increased capacity in the areas of HR and Office Management. The Finance Manager would have initial management responsibilities for the current part time Finance Officer and temporary Finance Assistant, however you will have the opportunity to grow your team in conjunction with the growth of the party.

**Application process:** Applications to be submitted by the 19th July 2015, interviews to be held on the week of the 27th July 2015. Please email your completed application form (found on [www.greenparty.org.uk/jobs](http://www.greenparty.org.uk/jobs)) to recruitment@greenparty.org.uk

**Salary:** £32 – 36,000 depending on experience

**Hours:** 35 hours per week on a one year fixed term contract

**Location:** Green Party Office, London

**Line manager:** Fundraising and Operations Director

**Line management responsibilities:** Finance Officer, Temporary Finance Assistant

**Reporting to:** Fundraising and Operations Director, Treasurer GPEW, Finance Coordinator (Green Party Executive), Management Coordinator (Green Party Executive), Administration and Finance Committee.

**Outline of purpose and main responsibilities of the Finance Manager role:**

1. Manage and develop all elements of the Party’s financial systems to improve efficiency and control
2. Prepare annual budgets, in collaboration with Department Heads, Director, Treasurer and Finance Co-ordinator
3. Forecast and manage cash flow.
4. Produce monthly finance and management reports ensuring that the Finance Coordinator and Treasurer of the party are provided with the information they require in order to fulfil their responsibilities to the party including regular reports to GPEx.
5. Prepare annual accounts and ensure that these and all other returns are submitted to the relevant authorities in a timely manner.
6. Ensure compliance with financial regulations as required by the Electoral Commission under the Political Parties, Elections and Referendums Act (PPERA) are prepared in good time. This includes ensuring that annual returns, election expenditure and donations are produced accurately and in good time for approval by the Party Treasurer and submission to the Electoral Commission.
7. Plan, prepare for and manage the annual audit.
8. Manage the Finance Team.
9. Manage and understand financial requirements of local parties and key constituency campaigns.
10. Oversee inputting of information by volunteers and fundraising and membership teams to ensure accurate reporting on income.
11. Work with the managers of departments and Directors of the Green Party to include feasible expenditure requirements in our financial strategy document. Ensure that budgets are both realistic and well thought out by challenging calculations and by providing mechanisms by which projected expenditure may be requested accurately.
12. Help develop better mechanisms for; logging financial information, creation of invoices from each department, sign off procedures for invoice payment, projections of expenditure/income and managing expectations of departments.
13. Use and develop knowledge over electoral expenditure procedures. Ensure treasurers are well informed in regards to mechanisms of expenditure limits and report these accurately and on time to the national party.

**Responsibilities:**

1. Ensure accurate information is provided on time for income and expenditure both for projections and actual, for the GPEW and other offices (including MP and MEP offices).
2. Oversee and ensure accurate logging of all donation and accounting inputs.
3. Timely payment and issue of invoices.
4. Ensure timely provision of reports required by your line manager and Finance Coordinator (GPEx).
5. Compliance with Financial regulations as required by the Electoral Commission under the Political Parties, Elections and Referendums Act (PPERA) are prepared in good time for their approval by the Party Treasurer and submission to the Electoral Commission. This includes; annual returns, election expenditure and donations, accurately and in good time.
6. Provide sign off for invoices by liaising with departments.
7. Ensure Sage is up to date.
8. Help manage business relationships (for affinity partners), donor relationships and inter departmental relationships.
9. Manage relationships with Local Party treasurers and provide capitations according to the schedule set out in the constitution.
10. In conjunction with the Fundraising team, ensure that any significant funds entering the party accounts are from ethical and permissible sources.

**General points applicable to all Green Party jobs:**

1. The Green Party strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its policies on equality of opportunity in relation to employees and volunteers, in promotion of the party’s policies and access to the Party’s services.
2. Green Party staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc.
3. The Green Party has a democratic structure with annual elections. Employees need to be aware that the organisational priorities which determine their work priorities are decisions of the Executive and may be subject to change as an Executive changes.
4. Green Party staff may be required to attend Green Party Executive and other meetings and conferences, so long as at least two weeks' notice is given and this does not conflict with leave already agreed. These meetings may take place out of office hours, in which case time off in lieu will be awarded.
5. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the annual planning and appraisal system, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party.
6. Green Party staff are required to keep a timesheet along with records and details of work carried out as requested by their line manager and may, from time to time, be required to provide written or oral reports to the Executive.
7. Green Party staff should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
8. Green Party staff are expected to identify and make recommendations to the Head of Office on improving the systems within the office.
9. Green Party staff are expected to participate fully in the Party’s teamwork ethos, attend staff meetings, share team duties and responsibilities and develop their work in co-operation with other colleagues.
10. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the Head of Office and in accordance with the current policy on the management of volunteers.
11. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. Green Party staff are expected to undertake any other reasonable tasks as requested by the Executive via the Head of Office or relevant GPEx Co-ordinator.
12. This job description may be periodically reviewed in consultation with the post holder.

**Person specification for Finance Manager role**

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|  | **Attribute** | **Essential / Desirable** |
| **Experience** | 1. At least 3 years relevant experience in managing finance for a comparable organisation
2. At least 3 years management experience
3. Experience of Sage Accounting
4. Experience of using contact management databases
5. Preparation of statutory accounts and assisting external auditors
6. Experience of preparing monthly management accounts, from processing transactions to preparing final reports to the Executive.
7. Extensive skills in budget preparation and management
 | EssentialEssentialEssentialEssentialEssentialDesirableEssential |
| **Skills / Abilities** | 1. Advanced skills in excel
2. Competent with standard office software packages.
3. Excellent communication skills
4. Excellent attention to detail
5. Proven Diligence in roles undertaken
 | EssentialEssentialEssentialEssentialEssential |
| **Knowledge** | 1. Qualified accountant (ACA, ACCA, CIMA) or qualified by experience.
2. Understanding of Green Party organisation at local, regional or national level
 | EssentialDesirable |
| **Personal attitudes** | 1. In sympathy with the aims and policies of the Green Party, and committed to the development and implementation of a Green and sustainable society
2. Dedicated to accuracy and delivery of tasks in a timely manner
 | EssentialEssential |
| **Personal circumstances** | 1. Eligible to work in the UK
2. Able and willing to work unsocial hours and outside of normal office hours as required by the post
3. Not a member of another UK political party
 | EssentialEssentialEssential |
| **Equality** | 1. Candidates must indicate full commitment to the principle of Equal Opportunities for all in line with the Party’s policies
 | Essential |

**Equal Opportunities statement:**

All Green Party employees are required to carry out the Party’s policies concerning racial and sex equality and the rights of people with disabilities and lesbians, gay men and people who are bisexual both in terms of equal opportunity for employment, in policy work and access to the Party’s services.