



Emotional Trauma & Therapy Specialists

Registered Charity No :1165574

ROLE PROFILE

Role Title	Finance Manager
Salary at start	£28,000 (pro-rata)
Hours	2.5 days/week (day = 7.5 hours, times and days flexible)
Term	Permanent subject to continued funding
Location	7-8 Cathedral Lane, Truro TR1 2QS (some home working possible)
Post reports to	CEO
Other Considerations	All successful applicants will be required to submit themselves for an Enhanced CRB check. 6 months probation period, with interim review after 3 months

MAIN PURPOSE AND SCOPE OF THE ROLE

You will join CLEAR as a key part of the Inside Out (C2C) Project Team with responsibility for the accurate and timely financial management of the project, submission of quarterly claims, payments to suppliers etc. You will manage your own time, be familiar with actual-cost grant funded projects and be able to form a clear understanding of the compliance requirements of the project.

TASKS AND RESPONSIBILITIES

- Undertake the day to day financial transactions in relation to the Inside Out Project including setting up of payments to suppliers, participant travel expenses etc.
- Oversee financial arrangements with project partners, ensuring that all transactions are eligible, compliant and fully evidenced
- Manage, monitor and report on the project budget, including monthly updates for the Project Manager and bi-monthly reports for the Board of Trustees
- Complete accurate and compliant quarterly claims to the funders, ensuring all evidence is present and correct
- Reconcile transactions in the Xero accounting system
- Working with the Project Manager, provide advice and guidance to the project delivery team regarding eligible expenditure, availability of funds etc.

- Liaise with Cornwall Development Company to resolve any issues or queries
- Ensure service is delivered in line with budget and in compliance with funder requirements
- Attend appropriate meetings both internal and external to build excellent partnerships.
- Respond in a timely manner to all incoming communications
- Attend monthly service delivery meetings with Project Manager to update on delivery.

General Duties

- To foster excellent effective communications throughout the service both internally and externally.
- To participate in training days.
- To be responsible for own continuing self-development, undertaking training as appropriate.
- To ensure filing systems are place and maintained.
- To undertake any other tasks deemed necessary so that the service is effective and management of the service.

PERSON SPECIFICATION

Skills, Experience, Knowledge and Qualifications

Essential	Desirable	Evidenced By
Proven experience of financial management of grant funded projects	Experience of ESF finance management	CV Personal Statement Interview
Minimum of AAT or equivalent qualification	Experience of ESF/HMG financial auditing	CV Interview
Proficient in the use of online accounting systems	Experience of the Xero Accounting system	CV Personal Statement
Excellent IT skills including use of the full Office 365 suite		Personal Statement Interview
Ability to produce and profile accurate budgets, management accounts & reports to deadline	Experience of Project Management	CV Personal Statement
Proven ability to communicate clearly with a range of different audiences	Experience of working in the voluntary sector	Personal Statement Interview

To apply please complete our generic application form that can be downloaded from our website. Please ensure that you cover your suitability against essential criteria in the personal statement. Please return completed application forms to info@clearsupport.net by 2pm on 13 October

This role may be reviewed and amended, by agreement, subject to the needs of service users, the organisation and funding. The post is subject to an enhanced DBS check

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