**JOB DESCRIPTION**

**JOB TITLE: Deputy & Finance Manager**

**RESPONSIBLE TO: Business / Payroll Manager**

**OFFICE BASE: 19-25 Sunbridge Road, Bradford BD1 2AY**

**HOURS OF WORK: 35 hours per week**

**PAYSCALE: NJC PO1 SCP 33-36 £29909**

**HOLIDAY ENTITLEMENT: 29 days per year plus Statutory Bank Holidays**

**Introduction**

Bradford CPA Ltd is the trading company of Community Action Bradford & District.

Community Action Bradford & District is an independent charity which supports Voluntary and Community groups in Bradford.

**Prime Objectives /Job Role**

* Lead, promote and deliver financial management across the organisation.
* Work with a team of Payroll Officers, and may be required to supplement their work when required.

**Support and Supervision**

The Finance Co-ordinator is accountable to the Payroll Manager from whom he/she will receive support and supervision.

**Main Duties and Responsibilities**

* Line manage the Finance/Admin assistant.
* Deputise for the Payroll/Business Manager in his/her absence.
* Develop, maintain and continuously improve all financial systems, procedures and internal controls. This include managing the purchase ledger, sales ledger, credit control.
* Maintain monthly bank reconciliations.
* Manage and maintain BCPA current accounts and investment accounts, liaising with the Payroll Manager to make appropriate decisions as necessary.
* Ensure Quick Books Accounting system is updated and accurate, to enable preparation of quarterly management accounts for the Directors
* Budgeting and VAT returns
* Ensure the Finance Team maintain efficient credit control procedures to minimise any bad debts and maintain cash flow.
* Prepare request for payments for Client Account organisations and ensure sufficient funds are held to cover Salaries, PAYE and BCPA fees.
* Comply with HMRC regulations and ensure VAT returns are submitted on time.
* Payment of all invoices for Direct Payments Clients
* Ensure Direct Payment client records are maintained to enable BDMC, Community Care Admin to audit when required.
* To liaise with Accountant to enable preparation of Annual Accounts

The post holder will be expected to participate in any new initiatives to enable BCPA to develop and expand. Duties may change as the organisation develops.

**Legal and Statutory Responsibilities**

All staff must comply with GDPR (General Data Protection Regulations)

All staff must attend relevant training due to legislative changes when required.

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; as the job continues to develop, it may be subject to change.

**BCPA Terms and Conditions**

The Finance Co-ordinator will receive BCPA Terms and Conditions of Employment

Holidays due are 29 days per year plus statutory public holiday. A further 5 days annual leave are granted after 5 years’ continuous service. Hours of work are 35, the actual hours being 9.00 to 5.00pm.

Work may occasionally be required in evenings and weekends for which appropriate time off in lieu is given or paid overtime hours.