# NewcastleGateshead Initiative

JOB TITLE: Finance & Compliance Manager

Full time role. Permanent. (60/40 Office/Homeworking)

REPORTING TO:Director of Finance & Operations

SALARY:£30,000

JOB PURPOSE:

To support the corporate services team in all aspects of finance compliance.

This role is a key position in our small Corporate Services team and will contribute to all aspects of finance and payroll functions from processing to support in preparing the annual accounts. As our project funding and income streams become more diverse the role will support project managers in monitoring project expenditure, returns and develop procedures to ensure compliance.

PRINCIPAL RESPONSIBILITIES:

1. To prepare financial claims to funders and ensure compliance with stated conditions of funding.
2. To contribute to the day to day, end to end finance function for the organization.

1. To prepare and submit statutory returns.
2. To work with projects managers to prepare and monitor budgets to ensure accurate forecasts.

We are looking for someone who is hands on in all aspects of finance and payroll and has a good eye for detail and can use their skills and knowledge to develop and improve systems and processes.

Person Specification

|  |  |  |
| --- | --- | --- |
| Category | Essential | Desirable |
| 1. Skills, knowledge and aptitudes
 | * Good understanding of complex public sector funding and administration
* Strong financial management and numeracy skills
* Problem solving skills and initiative
* Strong attention to detail and an investigative nature
* An understanding of project funding, management and administration
* Excellent communication and interpersonal skills
* Knowledge of building stakeholder support with local authorities, regeneration bodies and other public and private sector organisations
* Experience of Excel, Word, PowerPoint and Sage packages
* Highly organised, with good time management and administrative skills.
 |  |
| 1. Qualifications and training
 | * Professional qualification ACCA , CIMA, CIPFA or equivalent
* Graduate or equivalent
* Minimum, Intermediate excel skills including V-LOOK ups and pivot tables
 |  |
| 1. Experience
 | * 5 years working in a similar role
* Prepare monthly management accounts
* Recent payroll processing & reporting
* Managing funding returns and experience of preparing major successful public /sector funding bids.
* Experience of completing grant claims, output and monitoring returns for funding sources.
* Experience of dealing with a wide range of people at all levels.
* Experience of working within a team
 | * An appreciation of destination marketing / management issues
* Experience of developing and generating private sector leads and funding.
 |
| 1. Disposition
 | * Able to work on own initiative with minimum supervision.
* Strongly motivated, reliable and conscientious
* Flexible
 |  |
| 1. Special Requirements
 | * Able to work out of office hours as required.
 |  |