

Leeds Community Foundation

About Leeds Community Foundation

LCF was established in early 2005 and, since then, has given out over £33 million in grants to over 3,000 local community groups and charities across Leeds and Bradford. We are a registered charity and company limited by guarantee with a board of twelve trustees.

We are ranked in the top 5 Community Foundations in the UK in terms of the size of our grant-making and the size of our endowment. The Foundation has two key roles:

- To raise or channel funds from organisations, businesses and individuals to encourage them to make financial contributions to local charities and community groups operating in Leeds; and
- To distribute grants, specialising in supporting small to medium-sized organisations who are working in some of the most disadvantaged communities in Leeds.

Last year we distributed £5.5m in grants through a range of programmes – see our web site for more details <http://www.leedscf.org.uk/>. When investing in Leeds Community Foundation, donors know that our rigorous due diligence ensures their money reaches the people who need it most and has the biggest possible impact.

Part of a national network of 46 Community Foundations, managing a combined £500m endowment, we are experts in philanthropy, supporting individuals, businesses and national funders to strategically invest their charitable donations to make the greatest impact in local communities.

Finance requirements

Our Finance Manager is due to go on maternity leave from early April 2018 and we are looking to recruit for maternity cover from January 2018 on an initial 12-month contract.

Application details

The closing date for applications is **9.00am** on Monday 27th November. Interviews will be held on Tuesday 5th December and Friday 8th December with a view to the post-holders taking up their posts as soon as possible in January 2018.

To submit an application for this job, please send a completed Equality & Diversity monitoring form, your C.V. and a covering note (no more than 2 sides of A4) stating why you think you would be ideal for the position, based on the Key Tasks and Essential Characteristics detailed below. Please send this to simone@leedscf.org.uk

Supplementary information

Some key facts include:

- We process approximately 800 payments a year, relating to core running costs as well as grant-making
- We process approximately 300 receipts a year with regards to our income-generation activities
- We use the SAGE accounting system. We also have a dedicated CRM system that manages our grants payments and income, and which needs to reconcile with SAGE
- We are required to have an annual audit and our appointed auditors are Grant Thornton
- We manage £35m of investments with our four Investment Managers
- We manage £2m of fixed term cash deposits on periods of 1 month to 24 months



Key details

Job Title:	Finance Manager
Reporting to:	Finance Director
Responsible for:	Finance & Grants Assistant, 2.5 days a week
Salary:	Up to £25,000, depending on experience Contributory pension scheme in operation, on completion of probationary period
Hours of work:	Full time. Monday to Friday between the hours of 9 am to 5 pm.
Contract Term:	The post is subject to a three-month probationary period and is offered on an initial 12-month contract to cover maternity leave. Annual leave of 24 days plus statutory holidays.
Place of Work:	Leeds (city centre offices). A mileage allowance of 45p a mile is offered for business mileage.
Equal Opportunities:	We select candidates for interview and the appointee in line with our equal opportunities policy. Our offices are fully accessible for people with access needs.

JOB DESCRIPTION

KEY TASKS

The main purpose of the job is to provide a quality and professional support service for the financial management of the Foundation.

1. Financial Systems and Procedures

- 1.1. With support from the Finance Director, to have responsibility for the maintenance of computerised and manual financial records and ledgers, bank accounts, petty cash and other financial information for 3 statutory entities – Community Foundation for Leeds (LCF), The BG Campbell Trust Fund (BGC), GFS Community Enterprise (GFS).
- 1.2. Use the SAGE accounting system for data inputting and producing reports.
- 1.3. Manage provision of day-to-day financial services, including: the recording of all funding and donations received and grants made; preparing the regular payment runs including payment of invoices and grants made; issuing of invoices and receipts; preparation of cheques and necessary documentation for payments.



- 1.4. Manage gift aid administration and tax claims, liaising with HMRC as required.
- 1.5. Manage banking procedures and cash flow across all accounts, liaising and negotiating with banks to ensure that the Foundation's resources are maximised.
- 1.6. Liaise with Investment Managers including: receiving timely quarterly reports and sharing with sub-committee; setting up meetings for annual review meetings.
- 1.7. Manage banking arrangements including: monthly bank reconciliations for the transactional bank accounts; arranging for payments to be set up and paid online; dealing with any payment issues; moving deposits if better rates can be secured.
- 1.8. Regular review of process and systems requirements and making any suggestions for improvements.
- 1.9. Assisting with the costing of grants or other programmes.

2. Management and Statutory Accounting

- 2.1. Prepare and agree annual budget in consultation with Chief Executive, Finance Director and the board of Trustees, including setting this up on SAGE.
- 2.2. Monitor budget, providing regular income and expenditure reports, as required by the Senior Leadership Team (SLT), Resources & Governance sub-committee and board of Trustees.
- 2.3. Prepare quarter end journals as part of the quarterly management accounts to include: fee calculations; endowment fees; internal salary and cost recharges to programmes; commentary for SLT and board.
- 2.4. Prepare commentary on quarterly performance for SLT, sub-committees and the board of Trustees.
- 2.5. Prepare draft annual accounts, in accordance with current legislation and best accounting practice. Liaise with auditors before, during and after audit.

3 Governance

- 3.1. Production of regular quarterly financial and non-financial reports, including key performance indicators, mapping progress against plans etc.
- 3.2. Provide support for Resources & Governance sub-committee e.g. planning meetings; preparing relevant papers/updates; taking & distributing minutes;

4 Programme Management

- 4.1. Work with the grants team to ensure that comprehensive records of grants income and grants payments are maintained, and correctly entered into our financial and CRM systems.
- 4.2. Manage the BG Campbell (BGC) and Leeds Tradesman's Trust (LTT) grants programmes for individuals. To include: making payments to and liaising with current beneficiaries; updating relevant records; issuing application forms to potential new beneficiaries and receiving/checking subsequent applications; gaining committee approval/rejection; providing quarterly reports for the board; and performing a



regular check on personal income of all beneficiaries. For BGC, payments are made twice a year and for LTT, they are made quarterly.

- 4.3 Providing financial support for the Gipton Fire Station (GFS) project, including a range of duties as detailed in items 1 and 2 above. In addition: managing World Pay card terminal reports and payments, ensuring meet PCI compliance and sending annual returns; liaising with reception staff at GFS as required; and helping with the preparation of the quarterly VAT returns.
- 4.4 Report writing: preparation of internal reports for grants and development; preparing dashboards to show progress against target.

5 Other Duties

We expect all staff to

- 5.1 Comply with the relevant policies & procedures including:
 - Health and Safety policy and associated safe working procedures and guidelines
 - Data Protection policy
 - Equal Opportunities policy
 - Confidentiality policy
- 5.2 Participate in team-working and staff development activities and attend training events, as required.
- 5.3 Actively support the values of Leeds Community Foundation.
- 5.4 Undertake any other duties commensurate with the grading of the post, which may reasonably be required from time to time.



PERSON SPECIFICATION: FINANCE MANAGER

Knowledge, skills and experience required (to be demonstrated on application form, from past experience and at interview)

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • A minimum of two years' work experience in a financial role with responsibility for: <ul style="list-style-type: none"> ➤ Maintaining financial records, to include recording and accounting for income and expenditure using manual and computerised systems ➤ Budget management, to include managing and monitoring budgets and providing reports to managers and funders on actuals and budgets. • Charity accounting and / or multiple fund or department accounting • Use of Microsoft packages (with advanced IT skills and experience of Excel) 	<ul style="list-style-type: none"> • SAGE Financial management system • Prior experience of working with charities, community groups and social enterprises and / or knowledge and understanding of voluntary sector • Prior experience of working with board of trustees or understanding of governance issues
Skills	<ul style="list-style-type: none"> • Ability to organise and maintain appropriate office systems • Ability to use the internet and email • Excellent planning and organisational skills • Analytical and creative in problem solving • Attention to detail and methodical • Excellent time management skills 	<ul style="list-style-type: none"> • Good written and oral communication skills • Ability to identify opportunities to improve efficiency/effectiveness/quality standards/use of resources
Qualifications	<ul style="list-style-type: none"> • Recognised accountancy qualification 	
Personal characteristics	<ul style="list-style-type: none"> • Confident and able get on with people from a range of backgrounds • Ability to work on own initiative as well as being active team player • Ability to work collectively and co-operatively within a small team. • Flexible and able to respond to changing demand • Able to prioritise workload, meet deadlines and work under pressure • Commitment to Equal Opportunities 	

