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MTIB Finance Manager Recruitment – Oct 2021

MTIB is a Charity and Social Enterprise, which employs, trains, develops and provides support for disabled and disadvantaged people to move closer to and into sustainable employment. The organisation was established in 1923 and over the years we have gained a reputation for delivering quality products and services to customers across South Wales.

In securing our new JobSense project, MTIB now have an exciting opportunity for a new staff member to join our management team as a Finance Manager. We are offering the opportunity for the successful candidate to become a member of our motivated, skilled and dedicated Team who deliver our contracts and services across South Wales.

The right candidate will have a 'can do' attitude, personal drive and the ability to work independently. We seek someone with skills and experience in finance who ideally have experience of European Funded projects and claims but who can also effectively improve our systems and processes. The post holder will manage and supervise a small team of finance / admin staff and is expected to demonstrate excellent communication skills.

MTIB offer an attractive package including a 36-hour working week, 25 days holidays plus 11 Bank Holidays per year and a company pension scheme in an inclusive work environment where we strive to offer an excellent work / life balance as well as career development opportunities. MTIB is a caring and supportive organisation and we actively promote and support health and wellbeing for all our staff, evidenced by our very low staff turnover. Our company core values are based around a Person Focused organisation with trust, teamwork, respect and commitment at the centre of all we do and we are a Disability Confident Leader organisation.

Salary: £25,000 - £28,000 depending on skills and experience.

If you would like to make a real difference to people's lives and believe you have the necessary attributes to support people in their goal to achieving employment, we would welcome you to apply for one of our current vacancies.

You can apply by sending us your CV and a covering letter (email) of no more than 2 pages, outlining your skills and experience (or transferrable skills) and how these match the job summary and attributes below. Closing date for applications are 7th Nov 2021 at 8pm.

Please send CV and cover letter to petrakennedy@mtib.co.uk.

Finance Manager x1

Main Purpose of Job:

- To take the lead and supervise the smooth day to day running of MTIB'S finance function and support the CEO and Management team in maintaining and developing appropriate accounting procedures, systems, software and associated applications.
- To assist the CEO and Management team in ensuring the charity remains compliant with all statutory financial regulations that apply and help to co-ordinate the preparation of data to meet key reporting requirements.
- Help drive forward the modernisation and digitalisation of the financial management systems.

The post holder will be:

- Responsible for systems, policies and procedures, together with their review, development, recording and adherence.
- Responsible for liaising with Partner organisations to collate and compile accurate and timely claims information and evidence.
- Responsible for the preparation of monthly management accounts, budgets, year-end accounts, forecasts and the annual project business plan as well as monthly / quarterly claims and financial audits as required.
- Responsible for the supervision, management, training and development of the individuals directly reporting to the post holder.

Main Duties and Responsibilities – the role includes but is not limited to:

Finance & Administration

- Be a key member of the Management team to liaise with other departments and partners to develop financial support requirements.
- Compile and complete monthly / quarterly project claims
- Liaise with partners to obtain and compile accurate evidence for project claims
- Seek and apply for grant applications and investigate other funding opportunities
- Prepare accurate monthly and year end management accounts to specific deadlines
- Responsible for the development and implementation of the Finance Department's business plan and objectives
- The preparation of financial and statistical information including accurate financial forecasts, annual capital and revenue budgets and generally assist in compiling the business plan.
- To ensure MTIB fully meets its statutory obligations with such external bodies as Inland Revenue, Custom and Excise and keep up-to-date all records and documentation required for inspection, audit and claim purposes.
- To liaise with external auditors and funders as directed and to maximise grant aid from regulatory bodies for revenue and capital support.
- To be responsible for accurate data input and analysis using accounting software and other commercial systems
- Processing transactions including purchase ledger, sales ledger, nominal ledger, payroll, journals, bank reconciliation and helping resolve any related issues

- Take a leading role in processing and monitoring grants and programme claims (European Funded), donations and support non-financial managers with associated processes and documentation
- Support the CEO in the setting and monitoring of budgets and assist non-financial managers in interpreting, preparing and monitoring related information.
- Support and train Budget Holders and other staff in using financial information, systems and tools, and work with managers to resolve more complex issues and develop appropriate financial systems.
- Support the CEO with filing reports and notices with Companies House and the Charity Commission and take a leading role in the preparation of related information.

Organisational

- Attend meetings and liaise with colleagues as required
- Attend training relevant to the role
- Comply with all relevant Health & Safety Guidelines
- Work with colleagues to actively promote the work of the charity and participate in fundraising
- Ensure compliance with internal quality assurance standards
- Put customers' needs at the heart of all services and activities
- Uphold and promote the Mission and Values of the Charity

Key contacts and relationships

- Internally the post holder will work closely with the CEO and Management team.
- Externally the post holder may have to manage relationships with a range of financial stakeholders including suppliers, customers, partners, grant awarding bodies, grant recipients, donors and statutory agencies.

Equal opportunities

MTIB is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation. The post holder must carry out his/her duties with full regard to the Company's Equal Opportunities Policy.

General

Other duties – undertake any other duties as reasonably required commensurate with the post. Any such duties should not, however, substantially change the general character of the post.

Health & Safety – the post holder must abide by health and safety legislation applicable to his/her position and to the health and safety legislation applicable to the organisation.

Training and Development – the post holder will be required to maintain personal and professional development to meet the changing needs of the job, participate in appropriate training activities as well as encourage and support staff in their training and development.

Person Specification – Finance Manager

Essential	Desirable
Qualifications	
A minimum of 5 GCSEs (or equivalent) including Maths and English	
An appropriate financial qualification (or working towards), such as AAT Professional Diploma in Accounting or able to demonstrate equivalent experience.	
Experience	
Knowledge, experience and competent in the use of SAGE Accounts and SAGE Payroll.	Experience of financial administration in the charity sector and/or manufacturing sector
Previous experience of line management and hands on relevant experience within a finance role.	
Excellent numeracy and computer skills including proficiency in use of Microsoft packages including Outlook, Word, Excel and PowerPoint	
Experience of developing and operating financial systems and procedures, including audit compliance controls	Experience of managing European Funded projects and compiling project claims
Sound understanding of the differing requirements of financial management accounts and statutory accounts	Experience of using digital tools to modernise a finance function
Experience of supporting the preparation of annual accounts and organisational budgets	Ability to coach and support non-financial staff in developing their financial skills
Experience of supervising and managing staff	
Skills	
Strong interpersonal and communication skills, both verbal and written.	
Ability to organise and prioritise effectively, whilst working to deadlines	
Ability to work under own initiative, identify and resolve problems quickly and effectively.	
Strong analytical and organisational skills with a methodical approach and attention to detail	
Qualities	
Positive and dedicated with a 'Can Do' attitude and an effective team player	
Flexibility and resilience with ability to work under pressure and ability to adapt to changing circumstances and new ideas	
Willingness to understanding and adhere to MTIB's Core Values, fostering constructive and effective relationships to support positive change across the organisation.	An empathy and understanding of disabled & disadvantaged people, their situations and the opportunities they may want and/or need