Finance Manager

Reporting to: Co-Chairs
Location: Home-based, with occasional local and national travel as required.
Hours: An average of 12 hours per week, worked flexibly in accordance with the needs of the role (see Terms and Conditions for further details).
Salary: £16,848 per annum for 12 hours per week (£27 per hour), equivalent to a full-time salary of £52,650 per annum (pro rata).

Employment status: Employee appointed and line managed by the Co-Chairs.

Role purpose

A Finance Manager to lead the financial, compliance and administrative reporting functions of the NNPCF. The postholder will work closely with the Board of Directors, along with other stakeholders such as our joint contract lead, the Department for Education (DfE) and others to ensure robust financial management and effective oversight of the organisation's operations.

The role will include maintaining accurate financial records including the day-to-day management of the financial systems; along with preparing budgets, forecasts and financial reports; managing statutory and regulatory filings; and liaising with external suppliers and stakeholders, which may include accountants, auditors, payroll providers, HMRC and Companies House.

Key Responsibilities

Financial Management

- Oversee the day-to-day financial management of the NNPCF, including approving bank reconciliations and authorising payments in accordance with Board-approved financial policies and delegated financial limits.
- Manage cash flow, the current account and bank deposits. Check all bank accounts are within FSC protection limits and advise the board on deposit accounts.
- Manage NNPCF company credit cards, reviewing and approving expenditure according to NNPCF Policies.
- Review, approve and process expense claims and reimbursements in accordance with the NNPCF Expenses Policy and ensure compliance with all associated financial procedures.
- Manage billing and invoicing processes, including the preparation, approval, issuing and settlement of invoices.

- Maintain and oversee financial systems and records, including timesheet and annual leave information for payroll purposes.
- Maintain and regularly review the NNPCF asset register, ensuring it remains accurate and up to date.
- Coordinate and oversee the preparation of the year-end accounts, including the compilation of all supporting documentation to meet statutory guidelines. Liaise with accountants, auditors and Companies House, as required, ensuring the annual accounts are presented to and approved by the Board prior to submission.

Budgeting and Funding Stream Management,

- Lead on the preparation, monitoring and delivery of the annual budget and associated financial forecasts of the NNPCF Core contract.
- Support the Board and individual budget holders with financial planning, resource allocation and long-term financial sustainability.
- Work closely with the Board and budget holders to review financial performance, monitor variances against budget(s) and identify and implement appropriate mitigating actions where required.
- Manage and monitor all additional funding streams, ensuring compliance with funding agreements, reporting requirements and NNPCF financial policies.
- Provide financial guidance, advice and support to budget holders to enable effective financial management and informed decision-making.
- Ensure the effective management of deferred funding across all funding streams, including the accurate accounting, allocation, monitoring and application of deferred funds, working closely with the Co-Chairs, Board and budget holders to ensure compliance with funding conditions and alignment with the NNPCF's strategic and operational priorities.
- Prepare and present reports to the Board on the use, impact and financial performance of all funding streams, including any associated risks or opportunities.

Reporting

- Work with the Co-Chairs and the consortium contract host to ensure accurate, timely and compliant financial reporting for the DfE Participation Contract and all other funding streams, as required.
- Prepare and present regular financial reports to the Board, including forecasts, actual expenditure against budget and cash flow information, to support effective decision-making.
- Identify, analyse and report on financial risks, budget variances and emerging issues, recommending appropriate mitigating actions and highlighting any strategic or operational implications.
- Produce financial, social value and impact reports as required by the Board, funding agreements and external stakeholders.

Compliance
Oversee and manage statutory and regulatory compliance, ensuring the accurate and timely completion of:

- Annual financial accounts and statutory returns, including Companies House and the CIC Regulator.
- Annual reports and filings, including CIC34 and Corporation Tax returns (CT600).
- Payroll, pensions, tax returns, P11D, National Insurance and Employment Allowance requirements.
- Preparation and submission of year-end accounts and supporting documentation.

Taxation and Payroll Compliance management

- Prepare and submit VAT returns.
- Manage the PAYE Settlement Agreement (PSA).
- Claim and administer the Employment Allowance, monitoring eligibility and compliance with HMRC requirements.
- Oversee Corporation Tax compliance and submissions.
- Ensure compliance with all PAYE, National Insurance and employer taxation obligations.

Other Responsibilities

- Develop review, update and maintain the organisation's financial policies, procedures and internal controls, ensuring they remain compliant with statutory, regulatory and organisational requirements, and recommending updates to the Board where appropriate.
- Manage the procurement, renewal and administration of key organisational contracts, including insurance policies, financial systems and software licences, ensuring value for money and presenting renewal recommendations to the Board in sufficient time to support informed decision-making.
- Maintain an up-to-date register of financial contracts, licences and key renewal dates, ensuring timely action to avoid service disruption or lapses in cover.
- Support the continuous improvement of financial systems, processes and controls to enhance efficiency, compliance and organisational resilience.

Additional information

The above list is indicative only and not exhaustive. This role will be expected to perform all such additional duties as reasonably commensurate with the role.

Person Specification

Personal Qualities

- High attention to detail and accuracy.

- Proactive, solutions-focused and able to work on own initiative.
- Strong organisational and time management skills, with the ability to prioritise competing demands and meet deadlines.
- High levels of integrity and commitment to financial transparency and good governance.
- Strong interpersonal skills, with the ability to build and maintain effective working relationships with Co-Chairs, Board Members, the Operational Support Team, contract holders and external stakeholders.

Knowledge, Skills and Experience

Essential

- Proven experience in financial management, reporting and accounts preparation, including compliance with UK statutory and regulatory requirements.
- Strong knowledge of budgeting, forecasting, deferred income, payroll, bookkeeping, taxation and financial compliance.
- Experience of producing financial information to support strategic and operational decision-making.
- Strong working knowledge of QuickBooks.
- Excellent IT skills, including Microsoft 365 and advanced Excel skills.
- Strong analytical and problem-solving skills, with the ability to interpret and present complex financial information clearly to non-finance board members.
- Ability to work independently and collaboratively within a small team and manage multiple priorities effectively.
- Commitment to equality, diversity and inclusive working practices.

Desirable

- Qualified Accountant (ACA, ACCA, CIMA or equivalent) or significant equivalent experience.
- Member of a recognised professional accounting body (e.g. ICAEW, ACCA, CIMA, CIPFA or equivalent).
- Experience of working within the voluntary, community or not-for-profit sector.
- Knowledge and understanding of Parent Carer Forums, co-production and the SEND system.
- Good understanding of the objectives, priorities and workstreams of the NNPCF.
- Experience of supporting Boards and senior leaders with strategic financial planning and governance.

Terms and Conditions

- This is a home-based role, with remote working as the normal working arrangement.

- The role offers flexible working arrangements. Hours may be varied throughout the year to support business needs, family commitments and caring responsibilities, provided that the annual contracted hours are met and the responsibilities of the role are delivered effectively and within agreed timescales.
- Professional Membership: Where relevant to the role, NNPCF will contribute up to the value of £200 per year towards the annual membership fee of one recognised professional accounting body (e.g. ICAEW, ACCA, CIMA or CIPFA), subject to evidence of payment.
- Payment will be made monthly in arrears based on the actual hours worked and approved in accordance with the NNPCF's timesheet and payroll processes.
- Annual leave will accrue at a rate of 12.07% of hours worked and will be managed in accordance with the NNPCF's annual leave, timesheet, and payroll procedures.
- Pay rates for this post will be reviewed annually as part of the NNPCF's budget-setting process and are subject to Board approval and the availability of funding.
- The role is subject to annual review as part of the NNPCF's budget-setting process. Continuation of employment is dependent upon the confirmation of contract funding.
- The post will involve periods of lone working and may occasionally require work outside normal office hours.
- Some local and national travel will be required, including occasional overnight stays.
- Appropriate IT equipment and support will be provided to enable effective home working.