



Financial Business Manager

Job Description and Personal Specification

Line Manager	Deputy Director
Location	30-32 Upper Maudlin Street, Bristol BS2 8DJ
Terms	Full Time
Salary	£25k - £30k DOE
Start Date	ASAP

Summary of Role

We are looking for a driven, experienced and proactive Financial Business Manager, ideally with experience in the charity sector to provide high quality financial controls to the charity.

The post holder will have experience in a financial role and be a conscientious and dedicated professional, with the ability to work alongside and communicate with all teams throughout the organisation.

Responsible for maintaining and managing the day to day financial operations. Providing reporting and financial analysis. You will provide confident and accurate finance solutions across the organisation which will support and help generate additional funds for the charity.

This role will be based at The Grand Appeal HQ in the charity's newly renovated building on Upper Maudlin Street opposite the Bristol Children's Hospital, close to the beautiful Bristol Harbourside and the range of shops in Cabot Circus and Quakers Friars.

The Grand Appeal works in partnership with Aardman Animations to support Bristol Children's Hospital and the region's Neonatal Intensive Care Unit. With a multi-million-pound programme of investment in the hospital, from research to family accommodation to patient, family and staff wellbeing.

The Grand Appeal is the charity behind the internationally successful and multi award-winning Gromit Unleashed and Shaun in the City art trails which are now part of the fabric of the city and which have brought millions of visitors to Bristol from all over the world.

Based across 6 sites in Bristol, The Grand Appeal offers a dynamic, supportive and rewarding workplace for its approximately 40 staff. The bedrock of our organisation is its strong team culture in which all staff play an important part. Our staff are talented, creative, ambitious and the Grand Appeal's most important resource. If this sounds like the right workplace culture for you, you have the required skills and experience, and you are looking for a new challenge, get in touch.

Work for The Grand Appeal and you'll do more than just a job. Together, we can save lives.



Raising money for Bristol Children's Hospital | grandappeal.org.uk

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Key tasks and responsibilities

Finance

Processing/Transactional responsibilities

- Process all charity invoices and receipts on SAGE
- Process monthly salary and retail journals on Sage
- Downloading income reports and reconciling with bank
- Process all gift income on SAGE
- Process all income and expenditure on SAGE for trading subsidiary
- Reconcile and process all banking
- Keep accurate digital and paper records of all transactions

Management information/Reporting

- Review all financial plans and budgets regularly to look for cost reduction opportunities
- Maintain and regularly review nominal ledger, aged debtors and aged creditors.
- Manage all HMRC reporting including gift aid claims.
- Produce and review the quarterly VAT returns and submit to HMRC.
- Liaise with the charity's external auditors in relation to the year-end accounts and any ongoing matters to ensure compliance with regulations
- Compile monthly bank reconciliations and monitor bank accounts
- Produce timely, accurate monthly management accounts and other financial information as required
- Investigate and resolve financial queries

General

- Manage financial processes
- Manage Petty Cash and processes

Other tasks

- Keep abreast of charity law and abide by the Charities Act, Fundraising Regulator, Institute of Fundraising Code of Practice, Gambling Commission, VAT, Gift Aid and General Data Protection Regulation.
- Carry out other tasks and duties as required, to support colleagues across the organisation.





This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service. All job descriptions are non- contractual and give a sense of the broad scope of the role and so include a level of flexibility. Whilst they list some key tasks there will also always be tasks that arise and which can be reasonably expected of the role.

The Grand Appeal is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment. The selected candidate will be appointed subject to a DBS check.

Personal Specification

E=essential D=desirable

Experience and knowledge

Importance	Criteria	Assessment
E	Proven experience working in a responsible financial or management position (2+ years working in industry or equivalent post qualification) in a similar size organisation, including the non-charitable sector.	Application Interview
E	Effective communication skills, both written and verbal, as well as the ability to explain financial matters to non-finance colleagues.	Application Interview
E	Skilled in SAGE, VAT and Gift aid claims	Application Interview
E	Proficient in Microsoft Office products especially Excel	Application Interview
E	Comfortable communicating with people at all levels	Application Interview
D	Charity financial management	Application Interview
E	Experience of undertaking projects independently	Application Interview

Skills and abilities

Importance	Criteria	Assessment
E	Commitment to continuing professional and personal development	Application
E	Empathy with the aims, objectives and activities of the charity	Application Interview
E	Excellent organisational and time-management skills with the ability to prioritise conflicting demands whilst maintaining accuracy and attention to detail	Application Interview
E	Ability to work as part of a flexible team and to contribute to group and individual targets	Interview
E	Self-motivated and able to use initiative	Continuous

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		assessment
E	An approach to mirror our values: supportive, professional, collaborative, creative and confident	Assessment process
E	Confident, friendly and personable	Continuous assessment

Other requirements of the role

Importance	Criteria	Assessment
E	Prepared for occasional travel to events and work outside of normal working hours and role. TOIL will be provided in most circumstances.	Application

How to Apply

Complete the Application Form below and, together with a copy of your CV, send to jobs@grandappeal.org.uk

The closing date* for applications is midnight on Thursday 27 August, with interviews being held on Week commencing 7th September.

No agencies please.



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Application Form: Finance Business Manager

Name: _____

Relevant skills and experience: (700 words max.)



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What makes you the ideal candidate for this role? (700 words max.)



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Current employer/role/length of contract:

Current salary/notice period length:

Salary expectations £ _____

How did you hear about the vacancy? _____

Do you need a work permit to work in the UK? YES/NO

Social Media handles:

You must agree to the following data protection statement and to our privacy policy in order to process your application.

Signed: _____

Date: _____

Data Protection

Your data will be held in accordance with the General Data Protection Regulation. The information you provide will be used to progress your application during the application process, if your application is successful, to administer your personnel record. You consent to The Grand Appeal processing data relating to you for legal, personnel and administrative purposes and in particular to the processing of any sensitive personal data (as defined in the General Data Protection Regulation) relating to you, including in order to comply with legal requirements and obligations to third parties such as regulatory bodies and criminal records checking. The Grand Appeal may make such information available to those who provide products or services to The Grand Appeal (such as advisers and payroll administrators), regulatory authorities and as may be required by law.

You can view our privacy policy at grandappeal.org.uk/privacy-policy

**Closing date: In order to streamline our recruitment process, we reserve the right to expire vacancies prior to the advertised closing date once we have received a sufficient number of applications*

