

Recruitment Pack: Finance Manager

Manchester and Warrington Area Quaker Meeting (a faith community and registered charity) and our trading subsidiary, Quaker Trading (Manchester and Warrington) Ltd are recruiting a new Finance Manager to start as soon as possible.

Managing one part-time (0.3 FTE) Finance Administrator, this Senior Management Team position plays a pivotal role in our ethically-focused business (hiring out meeting rooms and conferencing facilities to a wide range of groups and organisations) and in supporting a wide range of Quaker work.

The main purpose of the Finance Manager role is to develop, oversee and operate good financial management across all our activities. As our lead finance-focused staff member, the Finance Manager will undertake a lot of hands-on work, but they will also take part in high-level shared decision making and financial planning. They will work closely with the Executive Officer and the Area Meeting Treasurer (a voluntary role) and will also liaise with external contacts including auditors and investment managers.

Salary: £29,259 - £35,618, depending on experience

Working hours: Full time (37.5 hours a week), with some flexibility for the right candidate.

Line management: Reporting to Executive Officer and responsible for the Finance Administrator.

Location: Office based at Friends Meeting House in Manchester city centre. Hybrid working may be possible but our preference is for at least 50% office working.

Benefits:

- Generous annual leave and bank holiday allowances.
- 7% employer pension contribution (subject to a minimum 1% employee contribution).
- Optional annual leave purchase scheme.
- Generous sick pay, dependency and parental leave arrangements.

More about the team

We are a small, friendly staff team of 17 employees (10.25 full time equivalent) with a generally informal approach to work. Most of us work at Friends Meeting House in central Manchester, but four caretakers work at our other Meeting Houses. Our most senior staff member is our Executive Officer, Liz O'Neill, who answers to Trustees of the charity and the Board of Directors of the trading company. Other members of the Senior Management Team are Clare McCann, Facilities Manager, and Sara Coyle, Events Manager. All staff members are dual employed by both the charity and the trading company.

Our finances

Manchester and Warrington Area Quaker Meeting owns significant assets including five Meeting Houses that are used for Quaker worship. As noted in the Trustees' Annual Report and Accounts for the year ended 31 March 2023, "The total value of the Area Meeting's unrestricted funds is £7,681,740 but most of this money is not actually available for use by the charity."

In 2023/24 our total income was £893,400, of which £666,242 was raised through trading activity. Our total expenditure for the same period was £761,461. Budgets approved for the financial year ending 31 March 2025 return a significant deficit due to a programme of overdue repairs to our properties.

Working for a Quaker organisation

Quakers is the informal name for the Religious Society of Friends, which is a Christian-rooted faith organisation. You do not have to be a Quaker to work for us and our staff team includes people with several different faiths and none. However, our work is guided by Quaker beliefs and all team members must uphold our commitment to:

- Equality: respecting people, valuing diversity, treating everyone equally.
- Truth: always working openly and honestly.
- Sustainability: striving to reduce our negative impact on the environment and encouraging everyone to make more sustainable choices.
- Peace: working co-operatively and contributing to a culture of nonviolence.

We are committed to safeguarding children and adults at risk and expect all our staff to share and uphold this commitment.

You can find out more about our ethically-focused conferencing and room bookings business at www.meetinghousemanchester.co.uk

You can find out more about our faith community and the work of our charity at www.manchesterquakers.org.uk

You can find out more about the Religious Society of Friends (Quakers) in Britain at www.quaker.org.uk

Duties and responsibilities

People Management

To line manage the Finance Administrator and support their development. This may include delivering or identifying training to suit their needs and role.

Financial management

- To continually develop and improve our internal systems and processes so that they provide an appropriate level of control, while supporting colleagues to focus on their own responsibilities.
- To oversee and manage the implementation of internal systems and controls, providing training, support and clear communication for colleagues and other key contacts. This is likely to include working with some individuals who have limited experience with financial systems.
- To work with the Executive Officer to implement recommendations made by our auditors and policy decisions taken by Trustees or Trading Company Directors.
- To be the main point of contact with accountants and auditors as engaged. This includes working with the Executive Officer and the Finance Subgroup (of Trustees and Quaker Trading Directors) to engage auditors and review their performance, as well as providing all information requested throughout the audit process.
- To lead on the use and development of our accounting system (currently QuickBooks Online). This includes liaising with the Events Manager and others to ensure that our systems are as smoothly integrated as possible.
- To monitor cashflow and liaise with the Executive Officer when action is needed to ensure that both the charity and the trading company have enough working capital to meet their plans and obligations.

Budgets, financial reporting and forecasting

- To work closely with the Executive Officer and the Treasurer to draft annual budgets for both the charity and the trading company.
- To produce quarterly management accounts and, if required, present these to Trustees and Quaker Trading Directors.
- To work closely with the Executive Officer on short, medium and long-term financial forecasting.
- To support budget holders in understanding and monitoring the expenditure for which they are responsible. This includes both staff members and Quakers in voluntary roles.
- To monitor restricted and designated charitable funds.

Financial operations

- To run monthly payroll, ensuring that all staff are paid accurately and on time. This includes all liaison with HMRC and our pension providers, as well as coordination of overtime and other non-standard payments.
- To file quarterly VAT returns, incorporating partial exemption calculations.
- To claim Gift Aid periodically on all eligible donations.
- To reconcile quarterly investment reports and other information from our investment managers.
- To support the Events Team in issuing invoices for our room bookings business and to oversee and support credit control measures.
- To manage financial aspects of our relationship with residential and commercial tenants.
- To work with the Finance Administrator to process incoming and outgoing payments including through cash, cheque and cards as well as online banking.
- To reconcile bank current accounts and pre-paid card accounts on an at least monthly basis.

Shared Duties for Senior Management Team members

- To work collaboratively with the Events Manager, Facilities Manager and Executive Officer to identify, develop and implement improvements across all aspects of the charity and trading company's work.
- To support SMT colleagues by providing a confidential listening space when requested.

General Duties for all staff members

- To actively participate in training and development, working with your line manager to identify your own training and learning needs.
- To attend team and staff meetings as required.
- To follow all internal policies and procedures, as described in the Staff Handbook or issued in an equivalent format.
- To respond warmly and encouragingly to visitors enquiring about Quakers: giving them basic information; introducing them to others who might speak with more knowledge or depth; and giving them appropriate literature or websites to visit.
- Any other tasks reasonably requested by the Executive Officer.

Candidate requirements

Description of what we are looking for	Level of requirement	How we will assess for this requirement
Experience		
Substantial experience of working with financial processes and systems in a complex organisation.	Essential	Please tell us about your experience in the experience section of the application form. If you are shortlisted, we will discuss this with you at interview.
Experience of working for a charity or volunteering in a role that allowed you to understand how the charity itself (rather than its services) was run.	Essential	
Experience of back-office working in hospitality or a similar high-transaction sector.	Desirable	
Experience of operating accounting software such as QuickBooks Online.	Essential	
Experience of bookkeeping.	Essential	
Skills and abilities		
Excellent numeracy skills.	Essential	Please list any relevant qualifications in the skills and abilities section of the application form. If you are shortlisted, we may ask you to complete a practical task.
Excellent ICT skills, to the extent that you can lead on developing and improving our use of Microsoft Office, QuickBooks Online and other systems.	Desirable	
Planning skills, to the level where you can think ahead and identify the steps necessary to complete a task well and on time.	Essential	Please use the skills and abilities section of the application form to tell us about how you have demonstrated these skills. We will follow up on these points when interviewing shortlisted candidates.
Organisation and time management skills, so that you can manage your own time and identify which tasks to do when, considering both your own needs and preferences and those of other people who are impacted by your work.	Essential	
Strong communication skills, including the ability to effectively get across what you mean in face to face, telephone, email and other written communications, including with people you are contacting for the first time.	Essential	
Flexibility and team working skills, to the extent that you can adapt to different situations and work well with different kinds of people.	Essential	
Personal qualities		
Enthusiasm for the role	Essential	Please use the personal statement section of the application form to tell us about these qualities. We will follow up on these points when interviewing shortlisted candidates.
Willingness to undertake training as needed.	Essential	
Ability to remain calm under pressure.	Essential	
Willingness to uphold the Quaker values of peace, equality, truth and sustainability in your work.	Essential	

Recruitment process

- Applications will only be accepted on our official application form, which can be found on our website at www.meetinghousemanchester.co.uk/jobs. If you have any difficulty downloading or opening the form, you can also request a copy by emailing Mary Atkinson on mary@manchesterquakers.org.uk but please bear in mind that Mary's usual working days are Tuesday to Thursday.
- Application forms will be split so that your personal information (Section 1) is stored separately to the details you provide of how you meet the requirements for the role. This is to help minimise the impact of unconscious bias on our selection procedure. The selection panel will be provided with the candidates' personal details after shortlisting.
- Please ensure that your application form focuses on the candidate requirements listed on page 5 of this recruitment pack. These are the requirements for the role as described but we may consider adapting the role for someone who still needs to develop their skills and experience in one or two areas. If this applies to you, please say so clearly in your application and use the personal statement section to describe what type of development or support you would need.
- The equity and diversity monitoring form (Section 3 of the application form) will be separated as soon as your form is received. It will never be reconnected with the rest of your application and will only be analysed to help us understand how well we are doing at reaching a diverse range of potential employees.
- **Completed application forms must be submitted, in an editable word document format, to mary@manchesterquakers.org.uk by 10am on Tuesday 16 July.** We will acknowledge receipt of all applications so if you do not receive an acknowledgement email by Wednesday 17 July, please call us on 0161 834 5797.
- **Interviews will be held on Monday 22 July** at Friends Meeting House in central Manchester. Unfortunately, due to annual leave there is no flexibility about this date.
- We will let ALL candidates know the outcome of their application.

If you would like to have an informal chat about the role, about your experience or about what it is like to work for Friends Meeting House, you can talk to Liz O'Neill (Executive Officer) by calling 0161 834 5797. Liz will be shortlisting for this job. She will not have your personal details when considering your application but may not be able to completely forget anything that you say if you choose to call. Your choice to call or not call will not be a factor in shortlisting.