



JOB DESCRIPTION

FINANCE MANAGER (JANUARY 2013)

ORGANISATION

The University Nursery Parents Association (“UNPA”) is a company limited by guarantee (company number 1579720), and is a registered charity (charity number 283949). The UNPA trades as, and manages the Bristol University Nursery (“the Nursery”).

The principal activity of the UNPA is the provision of nursery and pre-school facilities primarily for the children of students and staff of the University of Bristol and other persons. The Nursery operates from 34 and 35 St Michael’s Park, Bristol and employs 20 members of staff who work directly with the children. The Nursery is registered with Ofsted.

JOB PURPOSE

To support the Manager, Treasurer and Committee of the University Nursery Parents Association (UNPA) with financial management of the organisation. Please note that we are an independent charity and not connected with the University itself, other than use of premises and some supply contracts.

DESCRIPTION OF DUTIES

Please note that the following is an indicative list only containing the principal responsibilities relating to this post and does not describe in detail all the duties required to carry them out, and may change over time:

Financial planning, strategy and controls

- To manage the Finance function.
- To be responsible for the financial planning, monitoring, reporting and the development of policies, systems and processes across the organisation.
- To work with the Treasurer and Manager to produce the annual budget for approval by Committee board approval.
- To attend Committee meetings & make presentations to the Committee.
- Complying with financial policies and procedures.
- Improve and progress financial processes, controls to progress the overall financial reporting environment.

Financial monitoring and reporting

- Reporting and accounting to meet legal requirements including taxation, annual report and accounts and liaising with auditor and managing the audit process.
- Maintaining the organisation’s ‘cloud’ accounting software, including maintaining the sales and purchase ledgers, entering cash transactions, entering month end and year end journals, maintaining customer and supplier records, maintaining all necessary reconciliations and that unusual items and variances are investigated.
- Preparation of accurate and timely financial information and monitoring of monthly results and reports, including comparison against budget and prior months, to provide



accurate information on financial performance for the Treasurer and UNPA Committee to enable effective strategic decision making.

- Working with the bookkeeper to complete the reconciliation of the organisation's bank accounts
- Ensuring appropriate authorisation, timing and despatch of payments (electronic and cheque).
- Filing of all accounting documentation to create audit trail.

Equality & Diversity

- Ensure that the Nursery provides equality of access to opportunities to learn and develop for all children and families.



PERSON SPECIFICATION

Essential

- CCAB fully qualified accountant– preferably ACA /ACCA/CIMA
- Extensive experience of all accounting functions.
- Experience of presenting financial information to non-financial staff and committees and being comfortable with dealing with all levels of the organization, including committee members and trustees.
- Ability to work on your initiative and as part of a team.
- Clear and effective communicator with experience of communicating complex information to diverse audiences.
- Advanced Excel & Microsoft Office skills, experience of accounting systems and writing reports.
- Experience of collecting, managing & analysing complex data and statistics with attention to detail.
- Good organisational experience with the ability to prioritise conflicting workloads and ability to work to deadlines.
- Experience of developing budgets, financial strategy and planning.
- Experience of developing standards, financial systems, procedures and internal controls.
- Experience of analysing information , dealing with complexity, data entry skills, accounting, attention to detail, confidentiality, thoroughness
- Excellent interpersonal skills (e.g. communication, self-awareness, building trust, questioning and listening, influencing, assertiveness, problem solving, decision making).
- Willing to undertake an Enhanced CRB check

Desirable

- Available to work flexibly
- Experience of working in a school, college or daycare environment (especially admissions) and/or a charitable organization.
- An ability to empathise with parents/carers of small children, many of whom are student
- A non-judgmental way of working.
- Knowledge and understanding of charity accounting, charity law and regulations and/or willingness to obtain and update this knowledge for use at the Nursery.



FINANCE MANAGER – ADDITIONAL INFORMATION

Position	Part-time permanent
Hours	This post is part-time, hours negotiable. Target of 20 hours per week compared to Nursery normal working hours of 40 hours per week. For example 4 hours per day, 5 days a week. Hours of work will be flexible and negotiable and will be subject to UNPA policies and procedures. Additional hours may be required on occasion in negotiation with the Manager or UNPA Treasurer.
Salary	Full time equivalent £30,000 to £35,000 based on qualifications and experience (to be pro-rated for part-time hours)
Responsible to	UNPA Treasurer
Location	Work to be based at Nursery at 34 St Michael's Park, Cotham, Bristol, BS2 8BW, but flexibility may mean that some work can be undertaken at home, at the agreement of the Manager and/or Treasurer.
Holiday	25 days plus bank holidays (to be pro-rated for part-time hours). All holidays to be agreed with Manager and/or Treasurer.
Disclosure check	This post is classed as having a high degree of contact with children. An enhanced disclosure will be sought through the Criminal Records Bureau as part of UNPA pre-employment checks.
Family friendly	The UNPA is a family friendly organisation
Closing date	Noon, Friday 1 February 2013
Interview date	To be advised
Contact	For an application form please visit: www.bristol.ac.uk/nursery/news or call Justine Britton, Nursery Manager on 0117 927 6077 or email university-nursery@bristol.ac.uk

IMPORTANT INFORMATION

Please note that only shortlisted applicants will be notified of the outcome of their application.