



Senior Fund and Finance Manager

About Us: Pen y Cymoedd Wind Farm Community Fund is available to community groups and businesses working to improve and develop opportunities for people living in the upper reaches of the Neath, Afan, Rhondda and Cynon valleys. With £2.6m this year (inflation linked) until 2043, the Fund invests in communities and businesses. If you are passionate about this area, and excited about what the Fund can achieve, would you like to join our small staff team in this role?

This is a varied and interesting role working with a small but dedicated team.

This role is about supporting the Executive Director and Board to operate efficiently, use our resources effectively and facilitating opportunities so we can listen, learn and improve using the insights we gather from our data, partnerships and communities.

This role requires a proactive, enthusiastic, organised, and collaborative person with good attention to detail. We're looking for someone who is committed to supporting impactful grant-making processes and fostering strong relationships with a wide range of stakeholders. You'll need to be great at managing a varied and busy workload, capable of working on your own initiative and as part of a team and feel comfortable working flexibly to manage different priorities and timeframes.

All job offers are subject to satisfactory references.

Closing date: 18th March (5pm)

Interview date: TBC

Salary: £36,400 - £40,560 (+6% pension)

Hours: This is a permanent post and full-time is 37 hrs per week with consideration given to part-time (minimum 0.6 FTE) if suitable.

Summary:

With significant experience in finance and management, you will play a senior role in the effective stewardship of the Community Fund and the CIC itself. Acting as Deputy to the Executive Director, you will lead on financial oversight, fund management, loan portfolio performance, and financial appraisal of assessments, while overseeing bookkeeping and management accounts delivered with support from the Finance & Administration Officer and external accountants.

You will provide high-quality financial analysis and assurance to support decision-making by the Executive Director and Board, ensure robust financial controls and compliance, and contribute to the strategic leadership and operational management of the organisation. Alongside this, you will support enterprise and business applications with a strong focus on financial assessment, risk analysis and sustainability, working collaboratively with colleagues and external support agencies.

To Apply: For further information and to apply please:

- Email jemma@penycymoeddcic.cymru
- See www.penycymoeddcic.cymru/news
- Phone 01685 878785 to request a pack

ANNUAL LEAVE: 33 days inclusive of the 8 bank holidays recognised in England & Wales (pro rata for employees who commence employment during the holiday year) – increasing by one day per year of service to maximum of 38 days inclusive of 8 bank holidays

HOURS OF WORK: 37 hours is full time and hours may vary to meet the needs of the job and some limited evening and weekend work is expected.

LOCATION: We offer flexible working patterns, both in terms of hours and remote working. Please note that all employees are required to work from the office a minimum of 2 days per week and we are often based in community settings meeting community members and stakeholders. The office is currently based in Treorchy but that could change to Neath, Afan or Cynon valleys.

STATUS: the post is offered on a permanent basis.

PENSION SCHEME: The Community Fund CIC will pay up to 6% of salary payments into a non-contributory pension scheme of your choice.

PROBATIONARY PERIOD: new appointments are subject to a 6-month settling in period. During this time, you will be given the support and guidance needed to enable you to fulfil the role in accordance with the CIC's Induction Policy. The CIC may extend the period at any time, up to a further 3 months.

EQUALITY AND DIVERSITY: In line with the CIC's Equal Opportunities Policy, we provide employment, compensation, training, and other conditions of employment without regard to race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, marital status, age and/or disability unrelated to an individual's ability to perform essential job functions. We will also conform to all employment standards required by law.



Job Description

Job Title:	Senior Fund and Finance Manager
Base:	We offer flexible working patterns, both in terms of hours and remote working. Please note that all employees are required to work from the office a minimum of 2-3 days a week and we are often based in community settings meeting community members and stakeholders. The office is currently based in Treorchy but that could change to Neath, Afan or Cynon valleys.
Salary Range:	£36,400 - £40,560 FTE
Weekly Hours:	TBC on appointment
Reports to:	Executive Director

AIMS OF THE POST

- To act as Deputy to Executive Director –providing operational and financial leadership and stepping in as required.
- Perform the functions of company secretary and manage the fund office and compliance.
- To provide finance management for the CIC itself, taking responsibility for banking, management accounts and end of year accounts and audit.
- Manage loan portfolio and spend forecasting.
- To oversee financial systems, management accounts and bookkeeping functions, working with a Finance & Administration officer and external advisers.
- Take a lead on assessing and supporting applications from Enterprise
- To support Executive and Board in all the Community Fund's activities.

KEY RESPONSIBILITIES

This description is not intended to be exhaustive – as a member of a small staff team, the post holder will be expected to have a flexible attitude to the duties outlined, which may have to be varied after discussion, subject to the needs of the Community Fund and in keeping with the general profile of the post.

Fund Management

- Co-ordinate the Community Interest Company office, liaising with the landlord and all other regular work settings.
- Ensure robust governance, compliance and reporting to the Board
- Responsibility for managing all contracts, payments and spend within budget restrictions under guidance of Executive Director.
- Take responsibility for Data Protection compliance and manage destruction and storage of records. Co-ordinate data compliance held in bespoke systems and paper files.
- Take responsibility for registration with ICO and managing how we share and store data.
- Oversee all aspects of the CIC's finances, budgeting and audit and related reporting processes.
- Undertake day to day management of the Finance & Administration Officer and support the Executive Director to provide team guidance, support and appraisal and facilitate training and development opportunities.
- Develop and oversee the maintenance of all policies and procedures required to ensure consistent, best practice and legally compliant operation.

Financial Management, Accounting and Reporting

- Co-ordinate the CIC's finances and financial systems efficiently and accurately through Xero.
- Prepare budgets and cashflow forecasts for the CIC as required.
- Oversee the Finance & Administration Officer in co-ordinating salary and Board member fee payments in liaison with CIC accountants' Payroll Team.
- Develop and maintain the CIC's loan offer programme and portfolio, ensuring that all due diligence and risk management processes are in place and enacted.
- Co-ordinate the bank accounts, cash flow and budget monitoring/reconciliation.
- Oversee preparation of quarterly management accounts, providing analysis and commentary for the Executive Director and Board.
- Support external accountant and auditor to prepare draft year end accounts for audit, with full supporting documentation
- Review and introduce automated processes to avoid duplication and make efficient use of resources
- Make sure appropriate insurance covers are in place
- Overview/management of company pension schemes/auto enrolment
- Provide any other ad hoc reports as requested
- Lead in the development of policies and procedures relating to the remit of this post

Network Development and Support

- Maintain effective strategic relationships with key enterprise and business support partners. Identify strategic opportunities for the Fund - including new markets, growth areas, trends, customers, products and services – keeping abreast of trends and changes in the business world and best/innovative practice in the field.
- Develop excellent working relationships with and an in-depth knowledge of the needs of businesses of all kinds across the Fund area – devising the best ways of engaging with and supporting them creatively.
- Explore, devise and enable the creative delivery of programmes to support entrepreneurs/start-ups at the earliest development stage (e.g. through themed application calls, 'safe space' peer support opportunities etc.).
- Act as a Community Fund advocate throughout the area of benefit and beyond for all issues relating to delivery of the strategic plan.

Supporting Enterprise and Business Community

- Monitor and regularly report on geographical and thematic investment trends, recommending pro-active action where appropriate, e.g. themed funding calls, commissions in regard to enterprise and business in the community.
- Report on and keep the Executive Director and Board up to date with internal and external issues that may affect the CIC.
- Develop, implement and evaluate a range of methods to maximise reach throughout the Fund area of benefit.
- Assessing business and enterprise proposals with Finance & Administration Officer, assessing risk, identifying opportunities and signposting for support to staff and partner agencies.
- Offer tailored feedback, advice and guidance to business applicants
- Play a full part in outreach advice sessions for potential applicants with focus on business / enterprise.
- Work with the Executive Director to assess applications, with a focus on appraisal and analysis of applicants accounts and cashflow forecasts / financial modelling. Prepare reports and analyses as required to facilitate decision making.

PERSON SPECIFICATION

*A - Application Form; E – Exercise; I – Interview.

Applicants will need to demonstrate the following:	Essential	Desirable	Tested by *
EDUCATION / QUALIFICATIONS			
A financial qualification (Association of Chartered Certified Accountants or similar) or qualified by experience.	✓		A & I
<i>Day release or similar training support to complete an accountancy qualification may be offered to suitable candidates.</i>			
SKILLS & APTITUDES			
Excellent written and oral communication, interpersonal skills.	✓		A & I
Financial management, organisational ability and an awareness of legal issues in relation to business and finance management.	✓		A & I
Good practical IT skills with a demonstrable competence in Microsoft Applications.	✓		A & I
The ability to work to tight deadlines and prioritise appropriately.	✓		A & I
The ability to plan with attention to detail.	✓		A & I
The ability to problem-solve and deliver solutions appropriate to both the situation and time-scale.	✓		A & I
The ability to travel throughout the Fund area of benefit and elsewhere as required.	✓		A
Ability to communicate through the medium of Welsh.		✓	A & I
EXPERIENCE of:			
Experience acting in a deputy or senior operational role	✓		
Experience of working with or overseeing finance administrators or outsourced finance providers	✓		
Experience of providing financial oversight and assurance at senior management or board level	✓		
Working knowledge of finance in a business/enterprise context.		✓	A & I & E
Using Xero or similar accounts packages, managing organisational budgets and reporting.		✓	A & I
Enterprise development and management, OR advising and supporting new and developing enterprises.		✓	A & I
Implementation of due diligence and risk control systems.		✓	A & I
Customer care, taking account of customer feedback in order to identify and improve areas of service.	✓		A & I
Working in a small team and being willing and able to work flexibly.	✓		A & I
KNOWLEDGE – a good understanding of			
The business sector and context in Wales and the south Wales Valleys		✓	A & I
Grant/loan making and the required administrative processes.		✓	A & I
The voluntary sector, social enterprise and community development.		✓	A & I