

# Finance & Impact Reporting Manager



**Woodcraft Folk**  
Education for Social Change

## Job Description

**Responsible To:** General Secretary

**Salary:** £30,414 (O7) to £32,999 (O11) (including London weighting) pro rata  
= £18,248 to £19,799 per annum

**Hours of Work:** 21 hours per week

**Place of Work:** Woodcraft Folk Office, 83 Crampton Street, London SE17 3BQ  
(option of being home based with at least one day per week in London office)

**Date Created:** November 2017

**Contract Type:** Permanent

**Holiday Entitlement:** 25 days per year (pro rata) at full pay = 15 days per year  
(plus Bank Holidays (pro rata) and 3 days office closure between Christmas & New Year)

## Job Purpose:

To oversee the financial affairs of Woodcraft Folk and to manage the financial and impact reporting systems for the head office and national projects.

## General Responsibilities:

- 1.1** To oversee the financial systems of Woodcraft Folk, in consultation with the Honorary Treasurer.
- 1.2** To take responsibility for and ensure good financial management in the head office and to promote the same in other parts of the organisation.
- 1.3** To be responsible for the monitoring, evaluation, financial and impact reporting of national projects, working closely with the Development Director.

## Specific Responsibilities:

- 2 Monitoring, Evaluation & Reporting** (on average 14 hours per week)
  - 2.1** To support the Development Director to ensure appropriate monitoring, evaluation and reporting systems are in place for core activity and for grant funded projects or contract delivery.
  - 2.2** To carry out monitoring, evaluation and reporting of grant funded projects or contract delivery in line with funder requirements.
  - 2.3** To provide impact reports on core or project activity as required internally (e.g. for Trustees, project steering groups, or membership communications), or externally (e.g. by contributing to the Trustees Annual Report).
  - 2.4** Contributing to our organisational understanding of member needs, through the co-ordination of member satisfaction surveys and review of services.

### **3 Financial Management** (on average 7 hours per week)

- 3.1** To oversee the accounting and bookkeeping of Woodcraft Folk Head Office.
- 3.2** To help draw up the annual budget, to prepare quarterly management accounts and to co-ordinate preparation of the year end accounts.
- 3.3** To prepare the statutory accounts for Woodcraft Folk, consulting as necessary with staff elsewhere in Woodcraft Folk and with the charity's auditors.
- 3.4** To manage the annual audit of Woodcraft Folk.
- 3.5** To line manage the Finance Administrator.
- 3.6** To prepare financial reports for the General Secretary or General Council as required.
- 3.7** To liaise with Woodcraft Folk's auditors and to attend meetings with them.
- 3.8** To deal with Woodcraft Folk's tax issues, liaising as necessary with the Honorary Treasurer and the General Secretary and with appropriate external advisors.
- 3.9** To ensure the correct allocation of overheads from restricted funds.
- 3.10** To prepare and maintain annual cash flow forecasts.

### **4 General**

- 4.1** To attend staff meetings, the annual staff conference, and other meetings as required.
- 4.2** To carry out any new duties commensurate with the post as required by the needs of the organisation.

## Person Specification

<b>Experience</b>	
Experience of managing finances	Essential
Experience of managing staff	Essential
Experience of overseeing preparation of year end accounts and liaising with auditors	Essential
Experience of preparing financial reports with commentaries	Essential
Experience of analysing engagement data and user feedback to identify areas for improvement	Essential
<i>Experience of using theory of change and monitoring tools to identify impact</i>	<i>Desirable</i>
<i>Experience of working in the voluntary or community sector</i>	<i>Desirable</i>
<i>Experience of charity accounting and dealing with complex restricted funds</i>	<i>Desirable</i>
<b>Knowledge and Skills</b>	
Able to use QuickBooks or similar accounting package	Essential
Excellent verbal and written communication skills	Essential
Able to relate to a wide range of people	Essential
Understanding of working with volunteers	Essential
Confidence in developing monitoring and evaluation methodologies	Essential
<i>A professional accountancy qualification</i>	<i>Desirable</i>
<b>Attitudes</b>	
Sympathy with the values of Woodcraft Folk	Essential
Highly organised and flexible in attitude	Essential