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**JOB DESCRIPTION**

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| **Role:** | Finance Manager Fixed Term (12 Months) |
| **Reporting to:** | Director of Finance (Interim) |
| **Liaises With:** | Senior Management Team, Department Managers |
| **Responsible for:** | Finance Team |
| **Salary Scale:** | £43,000 pa |
| **Hours:** | 35 hours per week |
| **Location:** | Belfast (Hybrid Option) |
| **Date:** | March 2025 |

## *About Us*

Cancer Fund for Children supports children, young people, and families affected by cancer across Northern Ireland and the Republic of Ireland. As we grow and expand services in line with our 5-year strategy, we seek a Finance Manager on a fixed term basis to provide essential financial leadership during this key transition phase.

## *Role Overview*

We are seeking an experienced Finance Manager to lead our finance team on a 12-month fixed-term basis. The successful candidate will manage financial operations, oversee compliance, and contribute to strategic planning. They will ensure smooth day-to-day operations while mentoring and developing the finance team to support the charity’s mission.

**Key Responsibilities:**

* Team Leadership: Manage and mentor the finance team, setting objectives, monitoring performance, and fostering professional development.
* Financial Management: Oversee accounts payable, payroll, and cash flow management to ensure efficient operations.
* Budgeting & Forecasting: Develop, monitor, and report on budgets.
* Grant & Donor Reporting: Ensure timely, accurate financial reporting for restricted and unrestricted funding sources.
* Compliance & Governance: Ensure compliance with Irish and UK charity regulations.
* Financial Reporting: Prepare monthly management accounts for management and board.
* Risk Management: Identify financial risks, and implement mitigation strategies.
* Process Improvement: Enhance financial systems, reporting processes, and internal controls for efficiency.
* Update and develop policies and procedures to ensure robust internal controls.

**Person Specification**

**Essential:**

• Qualified Accountant (ACCA, CIPFA, CIMA, CAI).

• At least 3 years of experience in a finance leadership role, preferably in the charity or non-profit sector.

• Ability to develop robust financial controls.

• Ability to work under pressure and manage multiple priorities.

• Proficiency in Microsoft Office packages, particularly Excel.

• Proven experience managing and developing finance teams

• Excellent analytical, leadership, and communication skills.

**Desirable:**

• Experience of the charity sector and financial regulations across the island of Ireland.

• Experience in grant management and donor reporting.

• Hold a recognised management qualification (MBA, CMI, ILM).

**Key Competencies:**

• Strong communication and influence skills, with ability to present complex ideas clearly.

• Efficiency in managing multiple projects, problem-solving, and delivering results.

• Resilience under pressure, with focus on achieving outcomes.

• Adaptability and ability to engage effectively with diverse stakeholders.

**Job Circumstances:**

• Commitment to Cancer Fund for Children’s vision and mission and values.

• Willingness to work outside standard hours and travel when needed.