



THE DONKEY SANCTUARY

WORKING WORLDWIDE

FINANCE MANAGER TREASURY

The Donkey Sanctuary
Sidmouth
Devon
EX10 0NU
England
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PRINCESS ROYAL
TRAINING AWARD
2018



Employment Package

Contract

This is a full-time, permanent contract, working 35 hours per week, Monday – Friday, 08.30 – 16.30.

This is a multi-site, 7-day operation and therefore there may be some requirement to work flexibly to meet the needs of the Charity.

Salary

The salary for this role is £44,000 per annum.

Holiday

31 days holiday per year, inclusive of the 8 statutory public holidays. This increases by one day each year until a maximum of 34 days (pro rata for part time employees) is reached.

Probationary Period and Review

Your probationary period will be 6 months. During this period, should either you or the Charity wish to terminate your employment, your notice period shall be 1 month. After 6 months of employment the notice period is 3 months.

Performance Reviews

Employees have the opportunity of a probationary review meeting with their Manager at the end of their probationary period.

Pension Scheme

The Charity values its employees and believes that pension contributions are an important part of the benefit package offered. The Donkey Sanctuary exceeds the government recommended rate amounts as shown in the table below:

Band	Employer Contribution	Employee Contribution
1 - 9	5.5% of annual salary	2.5% minimum
10 - 17	7.5% of annual salary	3.5% minimum
Executives	10.5% of annual salary	4.5% minimum

The scheme is administered following government set auto enrolment rules. New members of staff will receive an information sheet from Human Resources as part of their starter pack which explains the scheme and the postponement rules. A mandatory postponement letter will be generated by payroll and distributed with your first month's payslip, this will also provide details on eligibility and early opt-in instructions. After three months of employment you will be assessed, following current government auto enrolment criteria, and, if eligible, will be auto-enrolled into The Donkey Sanctuary Group Personal pension scheme.

Closing Date for applications: 12.30pm on Tuesday 12 February 2019

Job Description

FINANCE MANAGER – TREASURY

Band 14

Responsible to: Financial Controller

Directly responsible for: Purchase Ledger Controller, Accounts Clerk - Treasury

Our Vision and Mission

The Donkey Sanctuary is working for a world where donkeys and mules live free from suffering, and their contribution to humanity is fully valued. We will achieve this by transforming the quality of life for donkeys, mules and people worldwide through greater understanding, collaboration and support, and by promoting lasting, mutually life-enhancing relationships.

Overall Purpose

Responsible for all aspects of The Donkey Sanctuary Group's cash management and processing of accounts payable and accounts receivable, ensuring we maintain the highest quality and continuity of service of all treasury activities including cash processing, accounts payable and accounts receivable.

This role will take the lead in managing the charity's cash flow forecasting, for devising/implementing policies relating to the investment of surplus cash, for managing/monitoring compliance with investment policy and reserves policy and delivery of foreign currency hedging opportunities.

Main Duties and Responsibilities

- Lead and support the transactional team, ensuring appropriate resources are in place to deliver a high standard of processing accuracy and that resources are efficiently utilised;
 - Ensure all supplier payments are met on time and all queries dealt with effectively with the relevant internal teams;
 - Ensure that all income is recorded and banked appropriately and debtors reconciled, including correct VAT status;
- Manage overseas payments, including rate comparison with providers to obtain best value on foreign currency payments, ensuring good governance and compliance with our Global Financial Crime Policy;
- Manage the charity's cash & short term investments and cash:
 - Propose short-term cash investment strategies, taking into account return and risk, keeping investment guidelines under continual review, proposing changes when considered necessary;
 - Monitor and report on cash and investment balances daily/weekly as needed;
 - Maintain comprehensive accounting records of cash, investments and bank deposits. Reconcile these and associated income accounts to the financial ledgers monthly;
 - Responsible for the charity's bank reconciliations;
 - In conjunction with the Financial Controller, invest surplus cash subject to investment policy so as to maximise the return within defined measures of financial risk;
- Cash Flow Forecasting:
 - Possess a comprehensive, keen and detailed understanding of the cash flows of the charity including the infrastructure and capital plans for its future development;

- Develop and maintain detailed financial cash flow forecasting models that simulate expected cash flows over the short, medium and long term;
- Collaborate with other senior Finance Managers and Financial Controller to ensure the cash flow forecasts form a coherent and integrated balance sheet/cash flow model;
- Produce comprehensive monthly reporting that summarises the current cash position, future cash flows, and reserves (solvency), compares it with plan and includes a commentary documenting highlights, critical issues and advice to the Financial Controller and Director of Finance relating to future cash requirements;
- Responsible for maintaining financial risk profile in the context of reserves policy and periodic update and reporting thereof;
- Lead process improvements within the department to improve efficiencies, drive consistency across the department and keep up to date with industry best practice, ensuring that processes are fully documented and kept updated;
- Motivate and manage the team to maintain an excellent quality of service, ensuring the highest standards of team work, continuous improvement, effective communication and performance;
- Manage relationships with banks, including performance management, mandate management, KYC and maintenance of statutory information;
- Provide support to the Financial Controller in producing the group statutory accounts and supporting information and other statutory reporting requirements such as tax returns;
- To carry out any other reasonable duty as may be required.

Responsibilities of all Donkey Sanctuary Employees

- Act as an effective ambassador for the Charity, demonstrating behaviours which support the Charity's strategy and values and work in a way which promotes the standards described in the Competency & Standards Framework;
- Work within the Charities' guidelines with regard to conduct, recognising its policies with regard to equality, and showing respect and co-operation towards fellow colleagues;
- Ensure that under Health & Safety legislation, all staff must work in the safest possible way in order to ensure their Health & Safety and that of all others who may be affected by their actions;
- Demonstrate a commitment to continuing personal development;
- Co-operate with management and colleagues to promote good communications through sharing appropriate information and building positive working relationships.

Hours

35 hours per week. This is a multi-site 7-day operation and there may be some requirement to work flexibly to meet the needs of the charity.

Location

Based at The Donkey Sanctuary, Sidmouth. There may be occasions when the post holder may be requested to work at another location considered reasonable by the Charity.

Person Specification

Essential

- Qualified ACCA/ACA;
- Experience of accounts payable in a high volume environment using accounting software;
- Experience of cash management in a high volume environment using accounting software;
- Demonstrable experience of preparing, analysing and monitoring cash flow budgets and forecasts;
- Experience of treasury management including management of cash in both sterling and foreign currency;
- Excellent people management skill with experience of working in and managing a team to deliver multiple objectives;
- Knowledge of VAT codes and application;
- Able to demonstrate excellent I.T. skills with advanced knowledge of Microsoft Excel;
- Excellent attention to detail;
- Excellent organisational and prioritising skills;
- Excellent communication skills, both written and verbal, with the ability to communicate with people from a variety of different backgrounds;
- A full valid driving licence.

Desirable

- An ACT/treasury qualification or equivalent;
- Knowledge of Open Accounts software;
- Knowledge of Raisers Edge supporter database software;
- Knowledge of charity-specific VAT issues.

Personal Attributes

- Helps others to grow and succeed through coaching, mentoring and actively encouraging the sharing of knowledge and experience;
- Leads change by effectively communicating and building commitment;
- Thinks ahead and anticipates the future needs of both the business and the supporters, seeking opportunities to add value;
- Excellent interpersonal skills to build effective relationships within The Donkey Sanctuary and external agencies;
- Ability to actively support internal stakeholders and build good working relationships at all levels;
- Recognises the importance of customer service and strives to deliver high standards;
- Maintains performance, professionalism and composure when under pressure;
- Ability to demonstrate tact and diplomacy in dealing with sensitive and confidential matters;
- Ability to work as part of a team, assisting other departments to achieve shared goals;
- Motivates themselves and others, with a positive and professional attitude;
- A friendly, approachable and helpful nature;
- Able to present a positive professional image of The Donkey Sanctuary at all times.

Note: To reflect any changes within the Charity during the next few years, the scope of this role will be regularly reviewed and may evolve to meet those needs. Any changes will be agreed in advance with the post holder and confirmed in writing. Please sign below to state that you have read and understood your job description.

Employee Name:

Employee Signature:

Date:
