



Job Description

# Finance Manager

June 2019

## Croeso!

Ni yw Sefydliad Cymunedol Cymru ac rydym ni yma i ysbrydoli pobl i roi, yn helpu cymunedau Cymru i ffynnu ac yn newid bywydau gyda'n gilydd.

Mae'r sefydliad wedi rhoi mwy na £25m i bobl a grwpiau cymunedol ar hyd Cymru ers ei sefydlu - dipyn o lwyddiant!

Nawr rydan ni yn edrych am Reolwr Cyllid talentog i ymuno â'r tîm - ac i'n helpu i dyfu'n bellach er mwyn cefnogi mwy o bobl ar hyd a lled Cymru.

Mae'r sefydliad wedi tyfu dros yr 20 mlynedd diwethaf ac mae cynlluniau mawr i ddatblygu yn bellach, drwy annog mwy o roi dyngarol er mwyn cryfhau'r gefnogaeth allwn ni gynnig i elusennau a grwpiau lleol.

O ran cyllid, llynedd bu i ni allu darparu £2.1m o grantiau, gan gefnogi dros 500 o grwpiau ac unigolion. Mae'r sefydliad yn derbyn incwm o fuddsoddi ein cronfa waddol sydd bellach yn £16m, a hefyd drwy ddarparu gwasanaethau rhaglenni grantiau ar hyd Cymru.

Mae'n amser perffaith i ymuno â ni. Yn y misoedd diwethaf rydan ni wedi lansio brand a gwefan newydd, ac ailwampio ein swyddfa i greu man gweithio ffantastig. Mae'r dyfodol yn argoeli yn dda gydag arolygon yn dangos twf mewn rhoi dyngarol.

Mae'r rôl yma yn berffaith i rywun gyda phrofiad o weithio yn y maes cyllid ac sydd eisiau swydd sydd yn gwneud gwahaniaeth i bobl Cymru. Mae'n gyfle gwych i rywun sydd eisiau hyblygrwydd o ran gwaith-bywyd ac sydd ei hunain hefyd yn gallu bod yn hyblyg.

Mae gennym ni ffocws cryf ar y tîm a datblygu sgiliau personol a gwaith. Mae digon o gyfle i ddysgu, cyfarfod â phobl ddiddorol a gweithio'n agos gydag aelodau ein bwrdd.

Drwy'r pecyn yma dwi'n gobeithio y byddwch chi yn mwynhau dysgu am y sefydliad a'r gwaith pwysig sydd yn digwydd yma ac yn teimlo fod ganddoch y sgiliau a phrofiad i helpu ein datblygiad.

I gael sgwrs am y swydd, cysylltwch yn y lle cyntaf gyda Ross Brown ar 02920 642030 neu [rossbrown@michaelpage.com](mailto:rossbrown@michaelpage.com).

Edrychwn ymlaen i glywed ganddoch

**Richard Williams**  
**Prif Weithredwr, Sefydliad Cymunedol Cymru**

## Welcome!

We are Community Foundation Wales and we're here to inspire people to give, help Welsh communities to thrive and change lives together.

We have given more than £25m to people and community groups across Wales since it was formed – quite a success story.

Now we are looking for a talented Finance Manager to join our fantastic team – and to help us continue to grow so we can change more lives across Wales.

We have grown over the past 20 years and now have big plans for further development, by encouraging more philanthropy and giving in Wales, so that we can strengthen further the support we give local communities and charities.

In terms of finance, last year we were able to provide £2.1m in grants, through more than 500 groups and individuals. Community Foundation Wales receives income from its endowment fund, now totalling £16m, and also by providing grant programme services across Wales.

This is the perfect time to join us. In the last six months we have launched a new brand and website and refurbished our offices into a fantastic workspace.

And the future looks bright. Recent research shows projections for strong growth in donor-advised giving and philanthropy.

This post is the perfect fit for someone with experience of financial management and who wants to make a difference for people in Wales. It's a great opportunity for someone seeking flexibility through work-life balance and who can themselves be flexible.

We have a strong focus on our team and development of personal and work skills. There are plenty of opportunities to learn, and to meet interesting people doing some great things across Wales, as well as working closely with our board members.

Through this pack, I hope you enjoy learning a little about us and the important work that happens here and that you feel we are the kind of organisation you would like to be a part of and to help drive our future growth.

If you would find it useful to have a chat about the role please get in touch with Ross Brown on 02920 642 030 or email [rossbrown@michaelpage.com](mailto:rossbrown@michaelpage.com).

We look forward to hearing from you.

**Richard Williams**  
**Chief Executive, Community Foundation Wales**

## Amdanom ni:

Rydym yn ysbrydoli pobl i roi, helpu cymunedau yng Nghymru i ffynnu a newid bywydau gyda'n gilydd.

Drwy weithio gyda'n cefnogwyr a'n partneriaid hael, rydym yn dod o hyd i brosiectau lleol sy'n helpu i atgyfnerthu cymunedau ar hyd a lled Cymru a'u hariannu.

Mae Sefydliad Cymunedol Cymru, a sefydlwyd yn 1999, bellach yn dyfarnu grantiau gwerth dros £2 miliwn y flwyddyn i elusennau a grwpiau cymunedol.

Mae dros 30,000 o grwpiau cymunedol ac elusennau yng Nghymru sy'n gweithio i wella a datblygu eu cymunedau gan ddefnyddio eu menter eu hunain i ddiwallu anghenion lleol. Mae'r grwpiau a'r elusennau hyn yn deall yr heriau y mae'r bobl yn eu cymunedau yn eu hwynebu ac yn gwybod pa un yw'r ffordd orau o fynd i'r afael â'r rhwystrau hyn.

Gwneir y gwaith hollbwysig hwn fel arfer o fewn cyllideb gyfyngedig neu yn wirfoddol, felly rydym yn canolbwyntio ar ddod o hyd i'r prosiectau a'r sefydliadau gwych hyn, deall beth y maent yn ceisio ei gyflawni a'u cefnogi i wneud hynny.

## About us:

We inspire people to give, help Welsh communities to thrive and change lives together.

Working with our generous supporters and partners, we find and fund local projects that help strengthen communities across Wales.

Established in 1999, Community Foundation Wales now awards grants of over £2million each year to charities and community groups.

There are over 30,000 community groups and charities in Wales working to improve and develop their communities, using their initiative to meet local needs. These groups and charities understand the challenges faced by people in their community and know how best to tackle these barriers.

This vital work is often carried out on a shoestring budget or voluntary basis so we focus on finding these fantastic projects and organisations, understanding what they are trying to accomplish and supporting them to do so.



## Job Description

**Post:** Finance Manager

**Hours:** 30 hours per week (We are happy to consider different working hours and/or flexible working patterns)

**Salary:** £36-£40,000 FTE

**Responsible to:** Chief Executive

**Responsible for:** Finance Administration Assistant

**Job Purpose:** This is a unique role that helps strengthen communities across Wales. Last year Community Foundation Wales distributed £2.1m to local charities who change lives in local communities. We have ambitious growth plans and this role is integral to our success.

This role ensures efficient management of Community Foundation Wales' finances, providing financial support for the staff team and Board of Trustees, as well as our donors and funders.

**Benefits:** 25 days holiday per annum pro rata, in addition to public holidays, plus an additional three days of holidays over the Christmas period.

5% contributory pension.

**Location:** Our office is just off Queen Street in Cardiff, five minutes from the shopping centre and Queen Street Station.

## Main Tasks and Responsibilities

### 1. Finance

- Responsible for developing, implementing and managing financial systems to provide accurate financial records and control systems.
- Responsibility for all banking procedures, including liaison with banks, building societies and cheque signatories.
- Account for all financial transactions and prepare monthly accounts and bank reconciliations using SAGE.
- Prepare and presenting quarterly management accounts to the Chief Executive, Treasurer and Board of Trustees.

- Prepare Annual Budget and three year forecasts in consultation with the Chief Executive and Treasurer.
- To provide any other financial reports as required for the Chief Executive, Treasurer, Board of Trustees, Funders, Donors or Community Foundation Wales committees.

## 2. Grants

- Overseeing the processes to ensure that there is accurate recording of grant income and payments.
- To provide reports and analysis as and when required for individual funds.
- To prepare returns and claims to Funders as required.

## 3. Investments

- Responsible for the accurate recording of all investment income and payments to enable reporting and control of investments.
- To provide reports and analysis as and when required for donor funds.
- To liaise with external Investment Managers to provide reports and analysis as when required for the Finance, Risk and Investment Committee and Board of Trustees.

## 4. End of year accounts

- Responsible for production of annual accounts in accordance with current legislation and best accounting practice. Liaison with auditors and assistance with annual audit.
- To ensure the completion of the annual reports and returns to the Charity Commission and Companies House, along with Gift Aid and VAT claims.

## 5. Governance

- Responsible for ensuring the Finance Risk and Investment Committee is effectively supported to deliver their terms of reference and remit, including: the production of timely reports, following up on actions and ensuring compliance with Charity Commission and other reporting requirements.

## 6. Management

- Line management of the Finance Administration Assistant.
- Work as a member of the foundation's Senior Management Team, ensuring that collectively we deliver on the business plan agreed by trustees.

## 7. Other

- To attend training courses and events as required and in particular ensuring that the post-holder is kept up to date with specialist technical requirements – e.g. changes to SORP.
- To undertake other tasks and projects as required in line with the scale and general nature of the post.

## The person we are looking for:

### Values

Community Foundation Wales is a values-based organisation. Our values were shaped by our staff team and trustees and underpin our everyday work.

- We are good partners
- We care about the people we work with
- We make a difference

We are looking for a manager who will thrive in this values-based environment.

### Essential

- Has a recognised financial qualification
- Experience of working in a small team
- Has a methodical approach
- Excellent knowledge of Sage or similar accounting software
- Knowledge and experience of working with databases
- Excellent written and verbal communication skills
- An ability to understand, develop and follow policy and procedures
- IT literate with a strong working knowledge of Microsoft Excel
- Ability to analyse and evaluate information and write reports
- Excellent organisational skills and working to tight deadlines
- Energetic and enthusiastic, good team-worker
- Customer-services focussed approach and friendly, helpful manner
- Ability to relate to people from all sectors
- Willingness to learn, explore and train

### Desirable

- The ability to speak Welsh
- Knowledge of the voluntary sector in Wales and the charities SORP
- Experience of successful relationship and client management