

Job Description & Person Specification

Job Title: Cash Management Officer

Service: Finance

Reports to: Senior Finance Officer

Direct Reports: None

About The Role

The role of the Cash Management Officer is key to delivering professional and effective practice in the Finance Department for Social Interest Group (SIG) and our subsidiaries. The role will support in ensuring our financial and legal obligations as an organisation are met, and that we make the best of the funds entrusted to us for our vulnerable residents and participants.

The Cash Management Officer will be responsible for the delivery of consistent reports and management of the Group's banking transactions, supporting with the delivery and management of cash-flow forecasts. They will ensure operational and central teams are maintaining effective financial controls, providing analysis, and reporting on spending, addressing areas of concerns whilst suggesting improvements and training. The post holder will provide a customer focused service to all stakeholders, upholding transparency with communication in a professional manner.

About the Post Holder

The person in this post will have attention to detail and quality, with an understanding of financial controls and best practice as it relates to the given area. They will be confident to take ownership of their projects, independent working as well as working part of a multidisciplinary team. They will be able to work proactively, using their own initiative in a fast-paced environment, where they can resolve challenges independently and can balance competing priorities.

They will be a self-starter, able to form effective purposeful relationships within the organisation and with other partners and agencies, as well as communicate effectively with colleagues at all levels, in a friendly and approachable manner. The post holder will be a team player, someone who can think innovatively and bring new ideas to the team, to ensure consistent improvement, and effective delivery of the service. They will have a high attention to detail, and comfortable with carrying out administrative duties, and using various systems and software.

Key Responsibilities

FINANCIAL MANAGEMENT AND CONTROL

- Regularly download and maintain records of banking transactions across all accounts in an accessible format.
- Provide regular updates on cash balances to relevant people within the organisation this includes but is not limited to the Finance Director and CEO.
- Regularly update banking transactions on our cloud-based system for access by general ledgers.
- Support the team with additional financial management and control mechanisms, analyse trends and suggest areas of improvement which can be made.
- Support with weekly cash-flow forecasting and updating templates.
- Drive the management of petty cash delivery and returns on a monthly cycle for the timely recording of transactions, continually update our banking providers regularly.
- Oversee and process monthly credit card returns and reconciliations on a timely basis, within month end timetables.
- Obtain and maintain evidence of statements, receipts, direct debits, and standing orders. Ensure all information is regularly updated and is accurate.
- Ensure chart accounts for petty cash, and nominals are kept updated and share accordingly.
- Obtain evidence, forms, and approval from appropriate persons for any adjustments which are made on accounts, ensure this is evidenced appropriately.

FINANCIAL ACCOUNT MANAGEMENT

- Perform regular banking reconciliations for voluminous GBP bank accounts (at least weekly) and smaller accounts (at least monthly) and submit these for review in a timely manner to be signed off.
- Manage additional business financial accounts, import transactions and statements, and send these to relevant people to action as required, perform analysis on spending patterns to spot trends or areas of concern to be addressed.
- Ensure management of users of business accounts, credit cards, and other financial accounts. For example, removing access to financial resource for anyone who has left the organisation ensuring the correct process is followed as per the policy.
- Assist with credit card applications and disbursement of new cards along with supporting and communicating guidelines on appropriate card use.
- Continually update and develop guidelines on use of business accounts and other financial resource, monitor and review spending and authorisation levels in collaboration with stakeholders.

TRANSACTIONAL PROCESSING

- Be a point of contact for the team, manage and action outstanding emails and enquiries the shared mailboxes and phone in a timely manner, provide updates and responses to enquiries regularly.

STANDARDS AND COMPLIANCE

- Produce and present regular reports on various areas which could include but is not limited to supplier accounts, monthly schedules of approved and unapproved invoices, staff costs by department and project, payment trends, error trends, and any other relevant areas. Suggest areas of improvement and highlight any concerning matters.
- Support the preparation of audit files to aid the financial statements for SIG and our subsidiaries.
- Compliance with financial procedures and policies at SIG and external governmental law and legislation. Support the organisation to embed any wider changes as best practice.
- Ensure communication is effectively delivered to relevant stakeholders through various channels, to ensure transparency and relevancy of knowledge and changes within the department.

ADDITIONAL RESPONSIBILITIES

- Work in a multidisciplinary approach with budget holders across the organisation through regular meetings to review spending and develop action plans to achieve budget forecasts and plans.
- Work to achieve key performance indicators as required, communicating with the wider team in case any challenges.
- Work collaboratively with the wider finance team and support with various other activities and developments. This could include but is not limited to delivering relevant training to staff teams.
- Attend service visits to represent the finance team.
- Build and maintain effective stakeholder relationships internally throughout the organisation and externally with external partners and organisations. This includes but is not limited to Business Account Managers, Banking Account Managers, and other relevant persons/organisations.
- Support with the progression and communication of forms, policies and processes as well as support the continuous improvement for the function, aligning with business growth and values.
- Handle all administrative duties for the function using electronic and manual processes in place. Administration duties will vary, including ensuring compliance with GDPR and confidentiality.

SIG POLICIES AND DATA PROTECTION

- Promote, advise, and lead by example by embodying SIG values in creating a positive and productive environment including a Psychologically Informed Environment (PIE) with support.
- Demonstrate and facilitate high standards of service provision in line with organisational values and requirements, ensuring a safe, effective, caring, and responsive service, with support.
- Assist in implementing improvements in and maintain confidentiality in line with organisational policy in respect to residents, participants, staff, and the organisation with support.
- Adhere to and be aware of changes to SIG policies, processes, best practice, Equality, Diversity, and Inclusion (EDI), and data protection always and assist in implementing them where appropriate.
- Lead by example and assist in reporting and improving Health, Safety, and Environmental procedures, whilst following policies and processes in place.

Other responsibilities than those described above may be required to be undertaken and will be expected to be performed to as long as they are within the capacity and level of the position.

Person Specification

Qualification and Experience:	Rating
Proven appropriate experience in a similar role with similar responsibilities	Essential
Previous experience managing multiple bank reconciliations, petty cash, credit card returns and control accounts oversight	Essential
Professional Relevant Qualification: AAT Level 3, CCAB, Degree in Accounting and Finance or other relevant professional qualification	Desirable
Previous experience working in the charity sector and/or similar size organisation	Desirable
Previous experience using cloud based or ERP Finance systems	Desirable
Skills and Abilities	
IT Proficiency, ability to learn new software programs, advanced knowledge in Microsoft, including Word, Excel, and Outlook. Ability to learn and manage relevant programs and systems	Essential
Ability to problem solve in areas such as cash management, workflows, and financial controlling	Essential
Ability to make commercially and value-driven balanced decisions, including the use of data to make decisions and reports	Essential
Proven ability to juggle multiple tasks and competing priorities within a fast-paced environment and meet deadlines	Essential
Experience in training non-financial teams on essential processes and procedures in areas such as cash management	Desirable
Ability to use numerical, analytical, and financial skills to analyse data for decision making and process improvements	Desirable
Personal Characteristics	
Ability to lead by example and share the values in which we uphold at SIG	Essential
Excellent communication skills both written and oral including relationship building	Essential
Proactive nature, with the ability to make decisions and use initiative to provide logical solutions, taking ownership and accountability	Essential
Attention to detail and quality, with high level of organisation skills	Essential
Cultural awareness, self-awareness, and ability to identify personal growth areas and take feedback	Essential
Sensitivity and empathy to others, an understanding and genuine care for what we do at Social Interest Group, with shared values	Essential
Creativity and ability to bring new ideas to the team and organisation	Desirable