

YMCA CHELTENHAM - JOB DESCRIPTION

Position Title:	Senior Finance Manager
Location:	Based at Number 6 Vittoria Walk, Cheltenham, with travel across all YMCA Cheltenham sites
Reporting to:	Head of Finance
Hybrid Working Eligible:	Yes
Salary Band:	Band E
Hours Of Work:	37.5 hours

JOB PURPOSE

The Senior Finance Manager is responsible for the day-to-day operational delivery of the finance function at YMCA Cheltenham covering housing, property, facilities', revenues and all general day to day accounting work.

Following a structural realignment of the finance team, this role consolidates responsibilities previously held across the Revenues, Properties and Facilities Accounting Lead role. There is also an element of the operational day-to-day delivery, which is the operational day-to-day financial accounting.

The postholder will manage all day-to-day finance activity, ensuring accurate financial reporting, effective financial controls in liaison with the Head of Finance, regulatory compliance, and strong financial management across all areas of the organisation including supported housing, rents, property, facilities, charitable services, grants, gift aid and trading operations.

The role works closely with the Head of Finance, who retains overall accountability, while this postholder ensures daily delivery, execution, and performance of the day-to-day finance function.

KEY DUTIES & RESPONSIBILITIES

FINANCIAL MANAGEMENT AND REPORTING

- Maintain accurate financial records across all income streams, expenditure, and capital activity. This includes properties, facilities, revenue streams, expenses management and capital expenditures.
- Deliver regular accounting checks across all accounting areas.
- Manage the preparation of monthly management accounts, including supporting schedules and variance analysis to review with the Head of Finance.
- Prepare quarterly and annual financial statements.
- Ensure compliance with accounting standards, charity SORP, and regulatory requirements.
- Provide high-quality financial reporting to the Head of Finance across projects.

BUDGETING AND FINANCIAL PLANNING

- Support the development and the preparation of annual budgets across all departments in conjunction with the Head of Finance.
- Support budget holders in developing and managing their budgets.
 - Lead on monthly meetings with the Community Teams and smaller project leads.
 - Prepare their monthly variance reports and allocations to check whether monthly allocations are correct.
 - Review their Grant spend and allocations as needed.
- Monitor financial performance against budget and forecasts to report to the Head of Finance.
- Lead on the smaller grant budgets and ensure all grant budgets for YMCA Cheltenham's Cherry Blossom Pre School are visible and up to date.

PROPERTY, HOUSING AND FACILITIES FINANCE

- Manage the day-to-day financial accounting for YMCA Cheltenham's property portfolio.
- Ensure accurate accounting for rents, service charges, lease agreements, and manage the utilities accounts across housing.
- Oversee capital expenditure tracking, depreciation, and asset management.
- Liaise with external bodies (VOA, local authorities, insurers) regarding property finance matters in conjunction with the Head of Finance.
- Work closely with property and maintenance teams to ensure accurate financial data and reconciliations.
- Coordinate with the property and maintenance team to reconcile tenants accounts and resolve discrepancies, using the Inform rent system as required.

INCOME, REVENUE AND GRANTS MANAGEMENT

- Oversee all income streams including rents, donations, grants, and fundraising income to review monthly with the Head of Finance.
- Ensure accurate reconciliation of income sources including online platforms, carrying out monthly checks on allocations.
- Manage the allocations of restricted and unrestricted funds in line with funding requirements.
- Ensure Gift Aid claims are accurate and compliant with HMRC regulations.

STATUTORY RETURNS AND COMPLIANCE

- Prepare and submit Gift Aid returns.
- Ensure compliance with all relevant financial, tax, and regulatory requirements in conjunction with the Head of Finance.
- Support internal and external audits, acting as key contact for finance day-to-day accounts operations.
- Maintain strong internal financial controls and processes alongside the Head of Finance.

TREASURY AND CASHFLOW MANAGEMENT

- Manage day-to-day bank account checks and ensure accurate allocations across project pots.
- Draft the bi-weekly liquidity report to send to the Head of Finance.
- Support financial planning through accurate cashflow reporting alongside the Head of Finance.

INSURANCE AND RISK CONTROLS

- Oversee group insurance policies including buildings and contents.
- Ensure adequate coverage and value for money.

- Implement and maintain financial controls to safeguard assets.

MANAGEMENT IN DAY-TO-DAY FINANCE OPERATIONS

- Take day-to-day responsibility for the operational management of the finance function, working closely with the Head of Finance.
- Line manage finance staff as required.
- Oversight of sales ledger, purchase ledger, and payroll preparation in conjunction with the Head of Finance.
- Ensure efficient and effective finance processes and workflows.
- Establish clear deadlines, controls, and reporting structures.
- Act as the main point of contact for all operational finance queries.

PROJECT AND CAPITAL FINANCE

- Support the financial management of property development, refurbishment, and capital projects.
- Monitor budgets and expenditure across projects.
- Ensure accurate recording and reporting of capital grants in conjunction with the Head of Finance.

COLLABORATION AND COMMUNICATION

- Work closely with the Head of Finance and Finance Department.
- Provide financial insight to support operational decision-making.
- Build strong working relationships across departments, teams and with external stakeholders.
- Attend meetings with Housing teams to talk them through any rents queries or uploads.

PROFILE

The ideal candidate for the role of Senior Finance Manager will possess:

ESSENTIAL

- Strong all-round experience in a finance management or senior finance role
- Qualified or part-qualified accountant (ACCA, CIMA, ACA, AAT or equivalent)
- Experience of preparing management accounts, budgets, and forecasts
- Strong understanding of financial controls, compliance, and audit processes
- Good sense of humour and the understanding that in the Charity world, there may be days when we are required to support events or similar
- Excellent IT skills including Xero and Microsoft Excel
- High level of accuracy, attention to detail, and organisational skills
- Ability to manage workload, prioritise, and meet deadlines
- Strong communication and interpersonal skills
- As a member of the Finance team, you will be expected to demonstrate the values, initiatives and culture of the organisation

DESIRABLE

- Experience within a charity, housing association or regulated environment
- Experience of property or housing finance
- Knowledge of charity SORP and social housing regulations
- Enjoys being part of a team

ABOUT THE ORGANISATION

YMCA Cheltenham, founded in 1855, is a registered charity and leading provider of supported housing and community services across Cheltenham and Gloucester, this year celebrating its 170th year!

The organisation works with individuals and families facing complex challenges including homelessness, trauma, poverty, and social exclusion, providing safe accommodation, support, and opportunities to thrive.

YMCA Cheltenham is founded on Christian values. Employees are not required to hold any faith but are expected to demonstrate values of integrity, empathy, openness, and respect.

ORGANISATIONAL VALUES

As an organisation founded up the Christian Faith, YMCA Cheltenham draws its Values from the Bible, principally as described in Micah 6:8. Our Values are therefore expressed as follows:

OUR VALUES

YMCA Cheltenham will **OPERATE** with Equity, Integrity, Openness and Honesty.
YMCA Cheltenham will **ENGAGE** with Empathy, Kindness, Generosity and Grace.
YMCA Cheltenham will **BE** Thoughtful, Discrete, Ethical and Respectful to all.

GENERAL

This job description provides an indication of the roles and responsibilities for the post of the Senior Finance Manager. The job description should not be construed as an exhaustive list of the duties that the post holder may be asked to undertake.

The post holder will be expected to carry out any other duties which may be reasonably requested by their Line Manager.

YMCA Cheltenham is wholly committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all our staff and volunteers to share this commitment.