Emmaus Bristol
Backfields House, Upper York Street, Bristol BS2 8QJ
t: 0117 954 0886
e: info@emmausbristol.org.uk
w: www.emmausbristol.org.uk

Application Pack

Finance Manager

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Emmaus Bristol is registered in England and Wales: charity registration number: 1071538, limited company number 3579001

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Dear applicant,

Thank you for your interest in working for Emmaus Bristol. We are looking for a Finance Manager to join our team.

Emmaus Bristol is a growing and multi-faceted charity, with income from diverse sources including donations, grants, social enterprise income (trading) and rent.

The new Finance Manager will need to be an experienced charity finance professional, able to manage all aspects of our finances, line manage our Finance Assistant and ensure the charity meets all its finance-related regulatory requirements. As a small charity our Finance Manager needs to be an all-rounder, willing and able to handle day-to-day finance tasks as well as strategic financial planning.

You will be joining a friendly and enthusiastic team who are passionate about what they do, and you will be making a huge difference to people's lives.

The current post holder works three days a week (0.6 FTE) but as our charity is growing we seek a new Finance Manager to work at least four days a week (0.8 FTE) or full time.

The application deadline is 9:00am on Monday 11th October 2021 and details of how to apply are on page 11.

Online interviews with me (Chief Executive) and the treasurer/ trustee will be held using Google Meet on Tuesday 19th October 2021. There would then be a second face to face interview with key staff team members and the opportunity to meet companions (service users) on Friday 22nd October for the top one or two candidates, prior to an offer being made.

We would like the successful applicant to start as soon as possible to enable a handover with the outgoing Finance Manager.

We look forward to receiving your application,

Jessica Hodge (Chief Executive)
Emmaus Bristol

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About Emmaus

Our vision: A world in which everyone has a home and a sense of belonging

Emmaus is a homelessness charity with a difference. We don't just give people a bed for the night; we offer a home, meaningful work and a sense of belonging.

For many people who have experienced homelessness, losing their self-esteem can be the most damaging part of their experience. Being on your own, with no support around you can be soul destroying, leaving you feeling worthless.

Finding your way out of that situation isn't easy, particularly when the only options available are temporary fixes, offering a bed for the night but little to occupy your days.

Emmaus is different because it provides a home for as long as someone needs it, in an Emmaus community. This gives people the opportunity to take stock of their lives, deal with any issues they might have, and often re-establish relationships with loved ones.

"Companion" is the name given to those who live in an Emmaus community and work in the social enterprise, where they support themselves and one another. There are currently 750 Companions living at 29 Emmaus communities across the UK.

Rather than relying on benefits, Emmaus uses social enterprise to generate revenue that pays for companions' home, food and upkeep, as well as providing a small weekly allowance. This is key to restoring feelings of self-worth, showing Companions that their actions make a real difference, both to their own life, and the lives of others.

How it works

Unlike a lot of provision for homeless people, Emmaus communities offer a home for as long as someone needs it. This includes a room of their own, food, clothing and a small weekly allowance.

In return, we ask:

- That Companions work for 37.5 hours per week, or give as much time as they are able, in the community's social enterprise;
- That they behave in a respectful way towards one another;
- That no alcohol or illegal drugs are used on the premises;
- That they sign off benefits, with the exception of housing benefit (if entitled to it) and PIP (if relevant).

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Our impact

Emmaus doesn't only have a significant impact on the lives of people who have experienced homelessness and social exclusion, it also brings wider social and economic benefits.

Research carried out in 2012 found that for every £1 invested in an established Emmaus community, £11 is generated in social, environmental and economic returns.

The benefits included:

- Keeping people out of hospital, and helping them to be safe and well, saved the Department of Heath £1,478,506 for NHS and emergency service costs;
- Emmaus saved local government £2,447,612 which would have been spent on hostel accommodation, drug and alcohol services and landfill;
- Keeping people in work and out of prison saved the Ministry of Justice £778,435.

The report found that Emmaus communities successfully provide a place for people in vulnerable housing situations to rebuild their lives by offering them meaningful work and support. Significant benefits were linked to substantial improvements in Companions' physical and mental health, including reductions in substance misuse.

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About Emmaus Bristol

Emmaus Bristol has been providing accommodation and support in Bristol since 2002. Accommodation is in Shaftesbury House which has 21 en-suite rooms and shared community facilities, and five terraced houses which are home to either families or Companions/ former Companions in house shares.

We have three shops selling second hand goods which are operated by companions and overseen by the Social Enterprise Manager. Companions also staff our PAT and house clearance services and the warehouse, as well as supporting our eBay shop. Emmaus Bristol hosts a business incubator which is for local people starting their own businesses or social enterprises.

EMMAUS BRISTOL MISSION

Emmaus Bristol works with formerly homeless and other socially excluded people so that together we can gain control of our lives, and discover our common purpose to help others in need.

EMMAUS BRISTOL VISION & VALUES

We are working together towards a world where every person is valued and respected, without injustice or distinction.

We believe in:

- Honesty - Being transparent and honest in all our dealings
- Solidarity - Looking outwards to support those in more need than ourselves
- Empowerment - Helping others to understand and achieve their true potential
- Sharing - Resources, skills and learning
- Supporting - Fostering and cherishing lifelong interdependence
- Working - to contribute and grow

EMMAUS BRISTOL STRATEGIC OBJECTIVES 2018-2023

Emmaus Bristol is committed to expand and improve the work that we do to help people out of homelessness and poverty. We will:

1. Diversify social enterprises in order to increase and diversify income for the charity and to provide a wider range of work experience for companions and other unemployed adults.
2. Expand services to provide support to non-resident unemployed and homeless adults.
3. Expand our accommodation to provide spaces for a greater number of Companions and to provide additional move-on housing.
4. Improve move-on to employment and move-on to independent living rates.
5. Maintain or improve our 95% success rate (defined as Companions who maintain their tenancy and/ or have a positive move on) in any given year.
6. Use the social enterprises to generate a surplus for the charity above running costs.
7. Increase the numbers of people benefitting from the Business Incubator in order to help more people to set up businesses/ not-for-profits.

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Finance manager Job Description

Job title	Finance Manager
Reports to	Chief Executive
Line manages	Finance Assistant
Location	Emmaus Bristol, Backfields House, Upper York Street, Bristol BS2 8QJ Some home working allowed, but the majority of time should be on-site.
Contract	Permanent. 37.5 hours per week if full time, 30 hours per week if 0.8 FTE
Salary and benefits	£35,000 per annum. 25 days' annual leave plus bank holidays. Emmaus Bristol provides an auto-enrolment pension scheme with Royal London. Both salary and annual leave pro-rata if 0.8 FTE
Training and personal development	Individually tailored induction, training and development A 24/7 employee assistance scheme is available
Working hours	7.5 hours per day (breaks unpaid) which can be worked flexi-time between 8am and 6pm, Monday to Friday

Overall Purpose of the Job

To effectively run Emmaus Bristol's finances including income and expenditure, budgeting, providing financial data to the board, Chief Executive and other managers, compiling quarterly and annual accounts and ensuring Emmaus Bristol's finances are managed according to regulatory requirements and to charity best practise.

Accountabilities

RELATIONSHIPS

The Finance Manager will foster and maintain productive, healthy and professional relationships with:

- Companions, tenants, all staff, volunteers and trustees in Emmaus Bristol.
- Suppliers and contractors
- Emmaus Bristol trainees, students, work placement participants, interns and other visitors.
- The wider community.

RESPONSIBILITIES:

All job responsibilities in Emmaus Bristol are categorised in one of the following areas:

- Social Enterprise-related tasks
- Care/support-related tasks

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- Business Incubator-related tasks
- General tasks

Social Enterprise-related tasks

1. Log income and expenditure relating to the social enterprises
2. Update and distribute the sales report weekly
3. Provide financial information to the Social Enterprise Manager to enable them to manage the budget effectively
4. Oversee the transfer and counting of cash takings from shops to our main site

Care/support related tasks

1. Maintain rent and licence fee accounts for tenants and licensees including producing licence and rent statements
2. Restate our costs for housing benefit purposes annually
3. Provide financial information to the Support Team Manager to enable them to manage the budget effectively
4. Work with the Support Team Manager to reduce licence and rent arrears and non-payment

Business Incubator-related tasks

1. Maintain rent and licence fee accounts for business tenants and licensees including producing licence and rent statements
2. Work with the Chief Executive and Business Incubator lead to reduce licence and rent arrears and non-payment

General tasks

1. Manage our QuickBooks Plus Accounting software to ensure figures entered are accurate, update the set up as required
2. Produce accurate quarterly management accounts and management account commentary
3. Produce annual statutory accounts, liaise with auditors/ independent examiners and trustees to finalise accounts and then file with Companies House and the Charity Commission
4. Prepare and submit statutory returns including partial exemption VAT and Gift Aid returns.
5. Maintain accurate and up to date record of donations
6. Be responsible for Emmaus Bristol's financial procedures and policies and update as required
7. Set up weekly payment runs, checking invoices for accuracy and authorisation, then passing to bank signatories for payment.
8. Work with budget managers to ensure invoices issued by Emmaus Bristol are paid (credit control).
9. Lead the staff team in getting best value for the charity and keeping costs down
10. Work with the Chief Executive and other team members to produce annual charity budget, longer term budgets, and new project budgets

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11. Fund accounting: log expenditure on grant funded projects, and provide financial information to enable managers to report to funders
12. Prepare monthly payroll, make pension contributions and process staff expenses
13. Line manage the Finance Assistant including one to one meetings, appraisals, assigning and overseeing work
14. Recruit and manage finance volunteers, if required
15. Attend board meetings and provide financial updates and reports to the board as required
16. Undertake administration, record keeping and report writing as needed.
17. Support colleagues, recording and sharing information appropriately and confidentially.
18. Adhere to Emmaus Bristol policies, protocols and procedures in accordance with the ethos of the Emmaus movement.
19. Attend appropriate Emmaus UK events nationally and with the wider Emmaus movement internationally, as required (virtually at the present time).
20. Participate in 1:1s, probationary reviews and appraisals.
21. Understand and work in accordance with the principles of Emmaus International and uphold its values and ethos.
22. Perform any other tasks or duties deemed necessary by the Chief Executive & treasurer.

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Person Specification

Finance Manager

Essential	**Desirable**
Education	**Education**
A degree in a relevant subject	
Qualifications	**Qualifications**
Evidence of Continued Professional Development in Charity Finance Management	Accountancy qualification
Skills	**Skills**
Budgeting Accuracy Microsoft Office including advanced Excel Financial reporting Using accounting software Using payroll software	QuickBooks Plus
Experience	**Experience**
At least two years' experience of working as a charity finance manager Line management experience Working in a similarly complex charity with multiple income streams and projects Payroll VAT calculations and returns Using and updating a donor database Credit control Gift Aid processing	Procuring / commissioning finance-related software Using rent management software
Knowledge	**Knowledge**
Charity finance law Fundraising law including GDPR compliance Accountancy best practise	

Charity tax including partial VAT exemption	
Disposition	**Disposition**
Effective team worker Able to work independently Recognises, responds and adapts appropriately to change easily Has an understanding of and belief in equality Enthusiastic with a 'can do' attitude Has an understanding of and empathy for in the work of Emmaus, and an ability to uphold Emmaus's values	

To Apply

To apply please email the following documents to jessica@emmausbristol.org.uk

1. Your CV.
2. A covering letter detailing how you meet the person specification (max 2 sides A4). It is helpful to short-listers if you can use the headings we have when setting out how you meet the person specification. Please also state when you would be available to start, and how you heard about the job.
3. Completed criminal records declaration.
4. Completed equalities monitoring form.

Applications without these documents will not be accepted.

You must apply by 9am on Monday 11th October 2021 in order for your application to be considered. Interview dates are given on page 2.

Safeguarding and Right of Work in the UK

The role will involve working with companions and in the community and will need to have a Disclosure and Barring Service (DBS) check carried out. This is to check the criminal records and that the person is not barred from working with 'adults at risk'. Some Companions can be classed as adults at risk. An adult at risk is anyone that has one or more of the following:

- Does not understand certain decisions or transactions
- Are unaware of their rights or how to complain
- Have communication difficulties

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- Have limited life experiences
- Are socially isolated
- Have low self esteem
- Are dependent on others for their basic needs

The Declaration of Criminal Records Form is needed to check any previous convictions. After interviews, the successful candidate will need to provide evidence of right to work in the UK and complete a DBS check.

How we store and use your personal information

Your CV and other information will be stored in a password protected folder throughout the interview process. It will be stored for six months, to enable equality monitoring and also to enable us to contact you in the future should any other suitable posts become available. However, if at any time you wish us to delete your information, then please do not hesitate to contact us and it will be destroyed.

The CV and cover letter only will be passed onto other members of the panel. But before it is passed on, the personal information will be removed. This includes:

- Name
- Address
- Age
- Marital Status

This is to protect your personal information, but also to enable us to shortlist ‘blind’, so that we are fair and equitable to encourage a diverse workforce.

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