

JOB DESCRIPTION

Job title Finance and Governance Manager

Salary 21 hours a week £15,000

Contract Part-time

Location Enfield

Reporting to: Director of Income Generation

Direct report: Finance Assistant

Purpose of this role:

To oversee our governance and finance, contributing to our strategic direction and taking responsibility for monitoring practices and measuring success.

Key responsibilities:

- Managing the financial management functions of the charity supported by a full-time Finance Assistant including preparing and monitoring of budgets, forecasts, statutory accounts and annual independent examination, and payroll
- Supporting the Board in the organisation and management of meetings including minute taking and ensuring actions are completed
- To manage the risk management process and ensure the charity has the appropriate policies and procedures in place
- To support the Board in delivering the three year strategic plan.

Requirements of the role:

- At least three years' experience in a finance role and a financial qualification is desirable
- Knowledge of governance and the charity sector
- Experience in a similar financial role
- Experience minuting formal meetings and preparing formal paperwork
- Recent substantial experience of developing and maintaining administration systems
- Experience identifying and implementing process improvements
- Experience advising colleagues on governance and policy matters
- Excellent interpersonal skills with the ability to develop effective working relationships with colleagues and interact persuasively with senior staff and volunteers
- Excellent written and verbal communication skills
- Good and proactive organisational, prioritisation and workload management skills
- Excellent IT skills, in particular including a good understanding and experience of Microsoft Office Products (Word, PowerPoint, Excel, Outlook)
- Discretion and absolute respect for confidentiality
- Demonstrable commitment to collaborative team work
- Ability to record and monitor financial records
- Process driven.

About The Nightingale Cancer Support Centre

The Nightingale was formed in August 2002 to support people in the Borough of Enfield affected by cancer.

The fast-growing population of The Borough and the strain on NHS funding meant that many people and their families were not receiving additional support beyond a cancer diagnosis and NHS treatment.

The Nightingale charity fills these gaps in the lives of people living with cancer.

The Nightingale is a registered charity (Charity number 1094435) and is a company limited by guarantee. (Company number 4515844).

We are self-funding, and we receive no money from government sources nationally or locally.

We rely on our own fundraising efforts to provide money for the support services we deliver.

Fundraising activities include Nightingale organized events, running three retail shops within the borough of Enfield and encouraging a large number of volunteers to raise funds on our behalf.

We know the services and support that we provide are invaluable to local residents and their families, and although we have achieved a great deal, there is much more we want to do.

That's why we are seeking to appoint a Finance and Governance Manager for the first time.

Who do we serve?

The criteria for support has always been those who live, work or receive their treatment in the Borough. We serve all those living with a cancer diagnosis, their families and partners.

Governance of The Nightingale Cancer Support Centre

A board of trustees governs the charity with a range of skills of experience including 'but not limited to medical, finance, HR, marketing and communications.

The trustees are:

Samantha Seth (Chair)	Dr Pat O'Mahony (Vice Chair)
Andrew Bone	Teresa Aylott
Flic Henry	Dinos Kousoulou
David O'Beirne	Joanne Laban
Joanne Merritt-Hall	Avril Shattock
Dr Anjum Iqbal	

Day to day management of the charity lies with the staff of The Nightingale, led by Joan Kearns, Director of Income Generation. We are also very dependent and grateful to our incredible team of volunteers. For more details about The Nightingale and the services it provides:

www.nightingalesupport.org.uk