

Finance and Operations Manager

Full time, permanent contract.

Location

Preference to be based at the Rose Castle Foundation offices, Cumbria. Consideration will be given to exceptional candidates who work remotely but able to be at RCF's Cumbrian offices on a regular basis.

Right to work in the UK required.

Salary

£36,000 - £42,000 pa + benefits (dependant on experience and location)

Reports to

Co-Director (Strategy and Organisational Development)

About Rose Castle Foundation

Our vision is to build a more sustainable peace in some of the world's most polarised societies. We do this by equipping a global network of leaders with the habits and skills they need to act across deep divides and transform unhealthy conflict.

With more than 20 years of experience in the field, we specialise in creating spaces for faith-formed leaders to encounter each other authentically, re-humanising those they no longer see or hear, and working towards a more peaceful future where both sides flourish – one in which their differences still matter.

We work in partnership with organisations that have the capacity to enable long-term, transformational change by supporting tomorrow's leaders to lead through change, chaos and conflict. Our partners include universities, seminaries, houses of worship, faith based and non-governmental organisations, located in a range of the world's most divided contexts.

RCF is receiving unprecedented demand for our work and we are moving from a period of start-up to growth where there are exciting opportunities for the Foundation, our partners, and our team members. We are a close-knit team who support one another and are passionate about our mission. We look forward to welcoming new team members.

Outline of Role

As RCF enters this exciting stage, there is huge demand for our support in a wide range of global contexts, and our key challenge is to ensure we have robust institutional capacity - systems and procedures - to attract and effectively administer growing levels of investment.

As RCF attracts multi-year funding from a wider range of partners – including large grant providers and high-net-worth individuals - we need greater financial management capacity to ensure we are managing our resources responsibly and effectively. There will therefore be a strong focus on managing RCF's finances – and strong experience in this area will be essential. There is also a focus on wider aspects of our operations and human resourcing.

The jobholder will work closely with the Co-Director (Strategy and Organisational Development) receiving support and encouragement where required and always with the opportunity for personal growth and growing responsibility.

Responsibilities

Finance – budgeting, accounting and bookkeeping

A key function of this role is to effectively manage RCF's finances. The jobholder will be managed and supported by the Co-Director (Strategy and Organisational Development). The role will include:-

Budget Cycle

- Prepare the annual budget for approval by Trustees.
- Prepare the monthly Management Accounts – a P&L, balance sheet and cashflow statement.
- Prepare quarterly accounts and re-forecasts of income and expenditure for future months.

Bookkeeping, accounting and payments

- Raise invoices and make payments across RCF's portfolio – including for RCF programmes and day to day operations.
- Maintaining accounting records to a high standard and ensuring that all balances are regularly reconciled.
- Submit Gift Aid claims to HMRC.
- Approve and process staff expenses.
- Be the lead bank liaison

Annual Audit and Charity Commission Reporting

- Appoint and manage the auditors. Manage the process to produce the Annual Report and Financial Statements.
- Prepare – with liaison across the team – and submit the annual Charity Commission Report.

Finance – strategic multi-year partnerships and long term financial modelling

Grants and Foundations

- Support the preparation of the budget and finance reports for large grant making bodies such as Templeton Religion Trust.

Financial Modelling

- Work with the Co-Director to prepare the financial modelling and planning that supports a 10 year Business Plan as we move from start up through a period of sustained growth.

Human Resources

- Support the management of recruitment processes. Support the preparation of job adverts, sifting and interview processes.
- Monthly payroll calculations (including holiday and other statutory payments, pension scheme and HMRC correspondence).
- HR record keeping and contract amendments.
- Support the contracting of external consultants.

Operations

Policies and Procedures

- Ensure all Policies and Procedures are kept up to date. This includes, ensuring the Financial Controls, Safeguarding, Expenses, Insurance and Travel Policies are up to date (reviewed annually) and are being effectively implemented across the team.
- Ensure the Staff Handbook is kept up to date – including policies re leave, pensions, behavioural and disciplinary policy and grievances procedures.

Logistical support for RCF programmes and the RCF Office

- light touch management of the office – including managing utilities contracts and day to day supplies.
- Support with programme administration – ordering printed resources, preparing programme resources from office supplies, and other administrative tasks as required.
- an opportunity to engage across other parts of the Rose Partnership – the Rose Castle Company and the Rose Community.
- provide the following administrative roles - Data Protection Officer; Microsoft 365 administrator; Contact inbox manager.

Person Specification

Essential skills and experience

- 3-5 years' experience working in small/ medium sized organisation(s) managing finances, hr and operations.
- proven experience preparing and analysing monthly management accounts, annual budgets and overseeing quarterly reforecasting throughout the year.

Desirable skills and experience

- Modelling income and expenditure lines to enable multi-year business planning.
- Good experience using Xero accounting software.
- Experience in a small start-up environment.

Personal Attributes

- Passion for RCF's mission and alignment with its values – modelling our values is a central part of how we work.
- Proactive, motivated, and creative thinker.
- Collaborative team player with excellent interpersonal skills.
- Well-organised and capable of managing multiple priorities effectively.
- Curiosity towards our faith informed approach and the contexts within which we work.

Qualifications

- Has secured or is working towards a professional financial management or accounting qualification.

Apply here



Charity Registered in England and Wales no. 1159568

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