



VACANCY
FINANCE and BUSINESS MANAGER

POST TITLE:	Finance and Business Manager
SALARY:	£34,726.00 per annum (S02-28)
HOURS:	35 hours per week
CONTRACT:	Fixed 3 Year Contract (extension subject to funding)
LOCATION:	Manchester office: Kath Locke Centre, 123 Moss Lane East, M15 5DD) : Hybrid working available
ACCOUNTABLE TO:	Chief Executive Officer
MAIN CONTACTS:	CSUK Treasurer CSUK staff CSUK Volunteers Suppliers and Contractors External stakeholders

Are you a dynamic individual and a strategic thinker with a strong understanding and experience of financial management and business operations within the voluntary / charity sector? We are seeking a Finance and Business Manager to join our team and provide leadership in financial planning, analysis, and reporting. In this role, you will be responsible for overseeing all financial activities, developing budgets, and monitoring financial performance to ensure the overall success of the organisation.

This is a great opportunity for to make a positive impact during an exciting period of growth.

About Us: Established in 2015, Can-Survive UK (CSUK) is an award winning small to medium sized charity providing culturally appropriate support and information primarily however not exclusively for African and Caribbean people diagnosed or living with cancer. You will work alongside passionate staff and volunteers who are keen to make a difference to those affected by cancer. You will be joining our team at an exciting time of growth. For more information visit www.can-survive.org.uk

About You

This is a new role, and the ideal candidate will be a part- or fully qualified accountant or qualified by experience, highly organised, have strong people skills, is a team player with an ability to look at the macro and micro pictures simultaneously.

About the role

Job Description Overall job purpose:

- Manage all finance systems and processes including payroll, pensions, and insurance.
- Manage on the strategic Business functions across the organisation and provide strategic support to the Board of Trustees, CEO and the Senior Management Team
- Financial Records Maintenance
- Monthly Reporting and Budgeting
- Financial administration, banking and payments:
- Year-End Reporting
- Governance and strategic finance
- Staff Management

You will report to the Treasurer and Chief Executive Officer, and working closely with our Senior Management Team, external accountants and key stakeholders.

We offer

- Flexible working (subject to the needs of the organisation)
- 25 days annual leave (pro-rata) exclusive of bank holidays
- Birthday leave (after 12 months of continuous service)
- Pension scheme (3% match contribution)
- Training and development opportunities
- Free car parking

Work Related Circumstances:

- Work in accordance with all CSUK policies, procedures, and guidelines
- Work in accordance with all relevant legislation such as health and safety in the work place, equality legislation
- Undergo supervision with the Chief Executive Officer
- Through supervision, to identify training needs and take development opportunities offered through the organisation
- To work flexibly, there may be evening and weekend meetings for which time off in Lieu will be given
- You must have the right to live and work in the UK
- Post is subject to a DBS Check
- There will be some travel for occasional for external meetings and visits to other CSUK project delivery sites.

The above duties are not intended to be an exhaustive list, but an indication of the requirements of the post. The duties within this may be varied from time to time to reflect the changing needs of the organisation and its services.



To apply please complete an application pack, which can be downloaded from our website <http://can-survive.org.uk/work-with-us/> Please email your completed application form to marcella@can-survive.org.uk quoting 'Finance and Business Manager' in the subject line or post to Can-Survive UK, 123 Moss Lane East, Manchester, M15 5DD, by the deadline stated below. **Please note we are unable to accept CVs.**

If you have any queries in relation to this role and wish to have an informal discussion, please contact Marcella Turner on 07496 089310 or marcella@can-survive.org.uk

Deadline for applications: Fri 4th October 2024

Shortlisted applicants notified on: Weds 9th October 2024

Interviews: Tues 15th October 2024

Start Date: TBC