# ROLE SUMMARY

**Job Title: Deputy Finance & Purchasing Manager**

**Reporting to: Group Finance & HR Lead**

**Updated:**

**All staff must implement and comply with Halifax Opportunities Trust policies and procedures including Health & Safety, Safeguarding, Equal Opportunities and Confidentiality.**

#### This role covers ten main areas of responsibility:

* **Management** to have responsibility for the management of Children’s Centres budgets and HOT Purchasing .To contribute and take responsibilities with the decision making
* **Asset Management** to manage and take responsibility for security, resources and equipment
* **Information Management** provide effective communication, collection of data and evidence to demonstrate the impact of service delivery
* **Financial Activities** leading and monitoring the financial organisational processes
* **Partnership Working** to establish and maintain effective working relationships **Development and delivery of services** to support the operation, maintenance and development of the financial department and oversee the purchasing function and finance processes for HOT.

## Responsibilities

#### Key Results Area One Management

* Line Management of two finance officers to improve financial activity in line with the business plans
* To lead on decision making as part of the Finance team
* Use initiative when making day to day decisions regarding finances in consultation with Group Finance & HR Lead and Children & Families Lead.
* Establish and develop collaborative relationships within and across the company
* Establish and develop collaborative partnerships outside the company that support HOT brands, images and values
* Assist with recruitment of new staff and manage their training needs
* Ensure adequate staff levels to cover for absences and peaks in workload
* Carry out staff appraisals and manage performance and behaviour
* Delegate work to staff and manage their workload and output
* Promote staff development and training
* Implement and promote all company policies including quality and diversity, health and safety

#### Key Results Area Two Asset Management

* The care and maintenance of equipment and resources needed to carry out the duties of the post

#### Key Results Area Three Information Management

* To produce business plans in consultation with Senior management team
* To be responsible for maintaining and monitoring of budget spreadsheets and provide quarterly reports
* Keep a centralised log of all of HOT’s Assets
* Monitor and maintain a centralised Purchasing system

#### Key Results Area Four Financial Activities

* To control income, cash flow and expenditure in consultation with Senior management team
* Management of purchasing, contracts and renewals
* Management of credit card and petty cash transactions
* Bank reconciliations
* Management of purchase & sales ledger for designated budgets
* Preparation of payroll information for external payroll bureau

**Key Results Area Five Partnership Working**

* To assist in liaison with key suppliers
* Identify, build and maintain effective relationships with external customers and encourage the involvement of local community

**Key Results Area Six Services Delivery**

* To manage the issuing and recording of the petty cash budget
* Manage the payroll services and administer all changes and leavers
* Set and update nursery budgets and report on a regular basis with the Children& Families Lead, Children Centres Delivery Manager and Deputy Children Centres Managers to provide financial information and to make sure they are budgets are being adhered to
* To manage and oversee supplies by checking stock to determine inventory levels, anticipating requirements, placing and expediting orders, verifying receipt, stocking items and distribution of supplies Ensure that appropriate financial policies and procedures are in place and in use at all times
* Comply with all Halifax Opportunities Trust policies including Health and Safety, Safeguarding, Equal Opportunities and Confidentiality
* Adhere to and assist with completing financial risk assessments

**Personal Development**

* Take responsibility for own personal and professional development, in line with agreed annual performance objectives
* Adopt a creative and innovative approach towards practice by being open to opportunities for improvements, and encouraging staff to make suggestions
* Attend regular supervision sessions with Line Manager
* Attend regular staff meetings, training days and other training as required
* Maintain up to date knowledge regarding legislation

## Interfaces

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| --- | --- |
| Internal:   * Finance Department * Business centres management team * Children’s Centres’ management teams * HOT programmes management team | External:   * Families, members of the local community * Key suppliers * Supply chain stakeholders * Contractors * Customers and clients * Other stakeholders(e.g. CMBC) |

The responsibilities reflect the core activities of the role and are not intended to be exhaustive. Other activities or duties may be required, or changes in emphasis needed, from time to time to meet the needs of the organisation and it is expected that the role-holder will adopt a flexible approach in this respect. All roles and responsibilities are regularly reviewed and revised where necessary to ensure that organisation needs continue to be addressed.