**Finance Manager**

**Part time post: 30 hours per week**

**Salary £42,230 per annum (pro-rata)**

**Are you looking for a finance role in a position and charity that can really make a difference? If so, maybe you could be our next Finance Manager.**

Warwickshire and Solihull Community and Voluntary Action (CAVA) are the local Voluntary and Community Sector (CVS) Infrastructure Organisation providing vital support to volunteers, groups, organisations, enterprises and charities who are working to strengthen communities. We work with a wider range of partners including Local Authorities, Universities, the Integrated Care System and of course a wide range of organisations across the VCFSE to achieve our mission in line with identified priorities for the sector.

As a key member of our Senior Management Team, you will be responsible for the sound accounting and financial management of the charity and support the Board and CEO with identifying risk and opportunity for the organisation. You will be responsible for reporting on financial performance to the Board of Trustees.

In liaison with the Chief Executive Officer and the wider Senior Management Team, you will lead on agreeing departmental and overall budgets. You will be responsible with the CEO for ensuring high quality and effective working including compliance with Charity SORP Accounting legislation, auditing, financial policies, controls and statutory requirements.

The Board and CEO are seeking an individual with integrity and an evidenced accounting background and qualifications (see Person Specification) and strong experience and knowledge of income awarded through contracts, grants and foundations. Experience of VAT and providing payroll services is also essential. We preferably seek someone with charity finance-based experience.

The successful candidate will demonstrate the ability to operate and lead at a strategic level, be adaptable to change and undertake regular reviews for the most efficient and effective systems and processes of a busy and diverse finance department.

CAVA has a strong culture of working together as one family and are an equal opportunities employer.

This role can be hybrid, or if preferred 100% in one of our offices across Warwickshire and Solihull. We would prefer the successful candidate to work over four or five days per week.

CAVA is a Registered Charity Company Limited by guarantee and HMRC VAT registered.

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**Salary:**£42,230 per annum (pro-rata)

**Venue:** Hybrid Working - Home/Leamington Spa, Warwickshire. NB: alternative CAVA office can be considered.

**Closing Date: Thursday 30th January 2025 @ 9am**

**Interview:** Monday 10th February 2025.

**TO APPLY** please provide a cover letter which outlines how you meet the Job Description and Person Specification alongside a CV. Please email both documents to: hr@wcava.org.uk

If you wish to find out more about the role, please email at the same address to arrange a call back.

Registered Charity Number: 1123402