



Basingstoke Counselling Service, a registered charity, was founded in 1985 by a small group of local therapists wanting to provide mental health support to the local community. Since then, the Service has flourished to become a busy, vibrant counselling and training centre, managed by a talented team of clinical and non-clinical staff, dedicated to improving the emotional wellbeing of our community.

We achieve this in two ways. Firstly, we offer one-to-one and couples counselling for adults, via a team of counsellors who provide a professional and affordable service. Our counsellors are supervised and practise within the BACP Ethical Framework for the Counselling Professions.

Secondly, we provide a range of training courses for those interested in supporting others with mental health difficulties. We have a long heritage of running highly regarded courses from one-day CPD workshops through to a three-year BACP Accredited Diploma in Psychodynamic Counselling.

Based in central Basingstoke (a stone's throw from War Memorial Park and the town centre shops and transport links), we have a suite of eight rooms used for counselling, training and administration. All of these rooms have recently been refurbished to a high standard, making BCS a very pleasant and welcoming work environment!

This is an exciting time for the Service as we are experiencing a sustained period of growth. To ensure that we continue to deliver high quality services to all our users it is imperative that we recruit talented and committed individuals to complement the current team and help us continue to develop and grow the Service.

To minimise our impact on the environment and ensure efficient work practises, all of our systems are now digital.

We understand that discrimination and inequality exist in our society. As an organisation, we aim to treat everyone with dignity and respect, and therefore challenge ourselves regularly to ensure we achieve this. We do this by listening and responding to feedback and regularly reviewing our approach to equality, diversity and inclusion.



Job Description

Role title	Finance Manager
Reporting to	Co-Directors
Employer	Basingstoke Counselling Service
Location	Goldings, London Road, Basingstoke, RG21 4AN. Alternatively, this can be a hybrid role, with some hours worked remotely.
Working hours	15 hours per week
Salary	£35,000 to £40,000 FTE per annum (dependent on experience), plus contributory pension scheme. BCS works to a 37.5 hour week.
Term of contract	Permanent
Holidays	25 working days pro rata per annum plus public holiday entitlement (also on a pro rata basis). In addition, Christmas closure entitlement will be applied after one full year's service.
Start date	July to September (dependant on availability over the summer)
Closing date for applications	9am on Monday 11 th July 2022
Interview date	Week commencing 18 th July 2022
To apply	Send a CV and covering letter to louise.hewitson@basingstokecounselling.org.uk
For an informal chat about the role	Please contact Louise Hewitson on 01256 843125 or louise.hewitson@basingstokecounselling.org.uk

Overview of the post

We are seeking a suitably experienced finance professional who has the knowledge and skills to effectively manage all aspects of the finance function at BCS.

This is an exciting time to take on this role, at a time of expansion. Both our counselling and training provision are projected to grow significantly over the next three years, and it is essential that our finance function develops in line with this growth. As such, the ability and drive to develop our current framework and systems is crucial.

This postholder will be supported by a part-time finance administrator, who is responsible for the processing of transactions and entering data into accounting software.

A significant aspect of the post will be the preparation of month end management and financial reports for presentation to the Co-Directors and Board of Trustees.

There are two Co-Directors who work collaboratively to manage the Service, with each taking a lead on a key Service function. However, for line-management purposes, the postholder would be primarily reporting to one Co-Director only.

Duties and responsibilities

- Develop the finance function in line with growth of the overall service
- Undertake month-end bank reconciliation
- Analyse financial data, monitor expenditure and forecast revenue
- Prepare month-end management and financial reports
- Evaluate and manage cashflow
- Oversee accounting operations, manage accounting records, monitor internal controls
- Supervise part-time finance administrator
- Prepare and initiate payroll (this is currently under an external provider)
- Manage transition to in-house processing of payroll
- Manage employee expense claims
- Initiate supplier payments
- Assist in the preparation of accounts for annual audit by external accountants

Finance Manager

Person Specification

Training and qualifications	<ul style="list-style-type: none">• Part Qualified or Qualified CIMA/ACCA, or• AAT qualified, or• QBE
Knowledge and Experience	<ul style="list-style-type: none">• A minimum of three years' experience working in a similar role• Knowledge of, and experience in, using accounting packages, particularly QuickBooks
Skills	<ul style="list-style-type: none">• Ability to think strategically with strong analytical skills• High level of accuracy• Advanced computer literacy• Strong communication and organisational skills• Ability to work effectively both independently on own initiative and as part of a team
