

Job Title: Finance Manager	Responsible for: Assistant Accountant	Responsible to: Director of Finance
Primary Role. The Finance Manager is responsible for producing accurate and timely financial information that supports effective decision-making, robust financial control, and the delivery of the Charity's objectives. The role provides financial insight, advice and training to budget holders and manages the Assistant Accountant.		
Key accountabilities Accounting & Reporting - Produce accurate monthly management accounts, variance analysis and written commentary within 10 working days of month-end. - Manage the day-to-day accounting and reporting activities of the trading subsidiary. - Support the preparation of the Charity's annual budget and quarterly forecast, providing guidance and constructive challenge to budget holders. - Prepare quarterly VAT returns and the annual partial exemption calculation. - Support the preparation of the year-end statutory accounts and audit files for the Charity and its trading subsidiary. Finance business partnering - Act as a trusted finance business partner to budget holders, providing clear financial insight and practical business advice. - Investigate budget variances with budget holders, identify emerging financial issues and recommend appropriate action. - Help budget holders understand their financial responsibilities and provide appropriate financial guidance and training. Financial controls, systems, and procedures - Reconcile expenditure and ensure that coding errors and other discrepancies are investigated and corrected promptly. - Ensure compliance with established financial policies, procedures and delegated authorities.		

- Identify weaknesses or inefficiencies in financial processes and controls, escalating material issues to the Director of Finance where appropriate.
- Work with the Director of Finance to strengthen financial controls and improve the effectiveness of the Charity's financial management.
- Use automation and system functionality wherever appropriate to improve efficiency, accuracy and data quality.

People management and team responsibilities

- Manage, support and develop the Assistant Accountant by setting clear objectives, providing regular feedback and identifying appropriate professional development.
- Provide appropriate cover for the Assistant Accountant's purchase ledger and sales ledger responsibilities.
- Work collaboratively with colleagues across the Finance team to deliver shared priorities and provide appropriate cover when required.
- Undertake other reasonable duties consistent with the scope and level of the role.

Collaborative working across teams

- Work effectively with colleagues across the Charity, providing support, expertise and capacity as required to achieve organisational objectives and deliver the best outcomes for beneficiaries.
- This role profile is not exhaustive and may be reviewed with the post holder to reflect organisational needs and the evolving requirements of the role.

Person specification

Essential qualifications & experience

- Fully qualified accountant and member of a recognised professional body, such as ACCA, ACA or CIMA.
- A thorough practical understanding of management accounting principles and techniques.
- At least three years post-qualification experience in a finance role.
- Advanced proficiency in Microsoft Excel and a good working knowledge of Microsoft Word.
- Strong experience of financial analysis, management accounting and management reporting.
- A high level of proficiency in accounting software.

Desirable qualifications and experience

- Experience of working in, or providing services to, a major charity.

- Experience of using Oracle NetSuite.

Skills and behaviours

- Ability to analyse complex financial information, identify material trends and communicate clear conclusions.
- Ability to explain financial information effectively to colleagues without a finance background.
- Strong business-partnering skills, including the ability to provide constructive challenge and practical advice.
- Effective people-management skills, with the ability to support performance and professional development.
- Ability to manage competing priorities and meet demanding reporting deadlines.
- Commitment to accuracy, continuous improvement and the production of high-quality work.
- Collaborative and professional approach to working with colleagues across the organisation.

Agreed By: Director of Finance	Signature: <i>Temidayo Ajakaiye</i>	Date: 7 October 2026
Approved By: Chief Executive	Signature: <i>Tim Hyams</i>	Date: 8 October 2026