

Job Title: Finance Manager

Location: Remote (UK Based)

Reports: 4

Direct Hours: 35 per week

Salary: £40 – 45,000 (FTE)

Department: Finance

Reports:

Role Purpose

The Finance Manager plays a key role in overseeing the daily financial operations and line management of the finance team, ensuring efficiency and accuracy across all financial functions. This includes producing timely and accurate monthly management accounts, budgeting, and reforecasting, as well as providing guidance to finance and non-finance colleagues.

Additionally, the role involves preparing annual accounts, supporting external audits, and fostering a collaborative team environment. The Finance Manager encourages knowledge sharing and multi-functional working to maintain seamless operations, particularly during high-demand periods or team absences.

Key Responsibilities

Financial Management and Reporting

- Manage and oversee day-to-day finance operations.
- Prepare and deliver monthly management accounts and balance sheet reconciliations.
- Complete and submit quarterly VAT returns in compliance with HMRC regulations.
- Maintain and update the fixed asset register for accurate financial reporting.
- Assist with year-end financial processes and external audit requirements.

Budgeting & Forecasting

- Develop management reporting packs, budgets, and reforecasts.
- Provide financial insights to support decision-making across departments.
- Process and post nominal ledger journal entries, including payroll reconciliations.



- Support funder reporting requirements in collaboration with delivery and core teams.

Leadership & Team Development

- Provide effective line management to a small but busy finance team.
- Delegate tasks effectively, ensuring team members develop confidence and skills.
- Foster a supportive team environment that encourages cross-functional working.
- Document and improve finance processes to enhance efficiency and accuracy.

Projects & Compliance

- Lead ad hoc finance projects, including Gift Aid claims and fixed asset reviews.
- Ensure compliance with charity financial regulations and HMRC requirements.
- Support system improvements and database management related to finance.

Skills & Competencies

- Strong understanding of finance operations, budgeting, and reporting.
- Ability to delegate tasks, provide clear guidance, and support performance management.
- Proficiency in Microsoft 365 Business Central and Jet Reporting (preferred).
- Excellent attention to detail and a methodical approach to financial tasks.
- Strong analytical and problem-solving skills.
- Knowledge of SORP and charity financial regulations.
- Clear and confident communication skills, with the ability to explain finance concepts to non-finance colleagues.
- Ability to manage workloads effectively and meet tight deadlines.
- Commitment to team development and continuous learning.

Experience Requirements

- Proven experience in financial management and reporting.
- Demonstrated leadership and team development skills.
- Experience supporting and deputising for a Head of Finance.
- Familiarity with charity finance and compliance requirements (preferred).



Qualifications

- Recognised accountancy qualification (ACCA, CA, or equivalent) required.
- Consideration given to part-qualified candidates committed to obtaining full qualification.
- Relevant experience and alignment with organisational values are equally important.

Other Information

Location: Home-based with required internet access and a suitable workspace. IT equipment provided. Occasional travel for in-person team meetings.

DBS/PVG Clearance: This role does/does not require full DBS/PVG clearance.

Our Values & Commitment

We embrace a 'Freedom within a Framework' approach and uphold our values: Empowering, Inclusive, Compassionate, Positive, and Straightforward.

Diversity & Inclusion

We are committed to ensuring our team reflects the diversity of the UK and the communities we serve. We encourage applications from disabled, LGBTQ+, and racially minoritised candidates, as well as those from disadvantaged backgrounds.

Disability Confident & Reasonable Adjustments

We guarantee an interview for disabled candidates meeting the minimum criteria. To request adjustments during the application process, contact join@volunteeringmatters.org.uk.

We adhere to the following pledges: The Promise, Show The Salary, Salary History.

This job description outlines core responsibilities and may be subject to change in line with organisational needs.

