

Finance Manager – Self Employed

About the Role

This part time role offers flexible, remote working, with occasional requirement for attendance at in person meetings. Hours may vary according to our activities, with a typical requirement of around 65 hours per month paid at a self-employed rate of £20 per hour. Reporting to our CEO, as our Finance Manager you will be responsible for maintaining accurate financial records, processing payroll, income and expenditure, preparing reports for the board of trustees, and assisting with the financial reporting obligations required of a UK charity/limited company. This is a vital role supporting the operational integrity of the organisation and enabling us to meet our charitable objectives.

About You

You will have proven experience in a similar role, preferably within a charitable or non-profit setting with a solid understanding of bookkeeping, payroll and accountancy principles. You will be detail-oriented and flexible, with strong communication skills and the ability to manage your workload independently.

Key Responsibilities

- Record all financial transactions in Xero Online, create and maintain budget reporting spreadsheets
- Reconcile several bank accounts monthly
- Process purchase invoices, expense claims, and fortnightly bank payments
- Raise invoices to funders on a monthly basis
- Prepare and process monthly payroll using Xero, file NEST pension data. Create monthly payroll bank payments
- Monthly budget and cashflow meetings with CEO. Ad hoc meetings with wider management team.
- Prepare bimonthly financial monitoring reports and budget projections for the trustees
- Meet with the Board Treasurer bimonthly to finalise the above
- Prepare the annual and + 2 years budgets and the year-end accounts including details for the Trustees Annual Report
- Process Gift Aid claims through HMRC. Reconcile income and gift aid through our Enthuse account
- Ensure compliance with Charity Commission and Companies House financial regulations and submit annual filings
- Liaise with external accountants or independent examiners as required
- Maintain accurate and accessible financial records for audit purposes and in accordance with appropriately approved internal controls.

- Financial tracking of several funding streams, restricted funds and unrestricted reserves
- Provide occasional ad hoc financial information to CEO and Trustees
- Provide financial information in support of grant/contract applications and reports to funders

Essential Skills & Experience

- Proven experience as a Bookkeeper and Payroll Clerk ideally within a charity or nonprofit setting
- Solid understanding of bookkeeping and accounting principles, particularly for UK charities
- Proficiency with bookkeeping and payroll software
- Familiarity with financial compliance for Charity Commission reporting
- Excellent accuracy, attention to detail, and organisational skills
- Ability to communicate financial information clearly to non-financial colleagues
- Self-motivated with the ability to manage time and workload independently

Desirable Skills and Experience

- AAT qualification (part qualified or qualified by experience) or similar accounting certification
- Experience with Gift Aid reporting
- Proficiency with Xero accounting software

What We Offer

- Flexible, remote working or on site arrangements and use of a company laptop, monitor and equipment as required
- HMRC approved mileage for necessary travel
- Opportunity to contribute to a highly respected organisation in the Sexual Violence sector in Derbyshire
- Supportive and collaborative team
- Meaningful role in a mission-driven organisation