



Finance Lead

The role:

We are looking for a Finance Lead who will use their expertise to manage the charity's financial records and processes, ensuring we can maximise benefit for young people with additional needs or disabilities, and their families.

Hours: 12-15 hours per week, to be agreed upon recruitment

Salary: £14.89 per hour (with annual pay review)

What's involved?

- Allocating funding to budgets, keeping budget spend up to date and communicating this to relevant team members to support them with good budget management
- Managing restricted and unrestricted grant spend, keeping actual spend records up to date and advising team members when remaining funds need spending or a reforecast might need to be considered
- Writing the annual budget with input from other team members and Trustees
- Producing quarterly finance and fundraising reports for quarterly trustee meetings and up to date financial information in between meetings when needed
- Annual accounting for the Charity Commission
- Managing the monthly payroll, payroll journal and pension scheme
- Line management of an Admin Assistant (paid role), supporting them to carry out their finance tasks

Relevant skills and experience

- Relevant professional qualification or equivalent lived experience
- Demonstrable knowledge of and skills in Microsoft Office applications (Word, Outlook, PowerPoint, Excel)
- Ability to handle confidential and sensitive information appropriately
- Ability to take initiative and work without regular prompting
- Desirable: Understanding of charity finance and accounting and experience managing a payroll

Interested?

Please contact us by emailing hr@jigsawthornbury.org.uk or give us a call on **01454 567508** to request the application pack.

Application deadline 12/11

Interviews will take place on 23/11 and 27/11

Interview questions and exercise will be sent in advance.

