

Finance Manager - permanent – £34,373 per annum

We are seeking an experienced motivated Finance Manager, who can contribute to the growth and development of our successful charity. We are a specialist sexual violence centre providing an exceptional standard of therapeutic support. We support all adult survivors of sexual violence and abuse. Our services are designed so that we support in ways that are safe and easy to access.

Location

Current hybrid - remote working from home and in office working (NG1 5LP)

Hours of work

30 hours per week (days of work to be agreed)

Benefits

- 27 days plus Bank Holidays
- Birthday leave
- 6% Employers contribution to NEST Pension Scheme
- Employees Assistance Programme

Job purpose

To oversee all aspects of the financial management of the charity.

Responsibilities

Assisting the CEO and working with the Board to:

- prepare and monitor budgets and cash flows for all areas of operation;
 - support the team with funding applications, monitoring and reporting;
 - ensure all financial activity is correctly evidenced and recorded in the QuickBooks Online system;
 - liaise with the Independent Examiner/Auditor over the year end accounts and processes
- manage all financial reporting to Trustees, managers and regulators;

Essential experience, qualifications and skills

- Educated to GCSE level or equivalent including Mathematics and English
- AAT Level 2 qualification or equivalent, or above
- Part or fully qualified CCAB accountant
- Significant experience in an accounting finance role
- Significant experience of the effective use of an accounting package
- Experience of the development of budgets and longer term forecasts at organisational level
- Demonstrable experience of providing and explaining management accounting information to non-finance staff

If you are able to answer 'yes' to the following questions, you are welcome to apply:

- Are you eligible to work in the UK?
- Do you have AAT Level 2 qualification or equivalent, or above?

- Do you have significant experience in an accounting finance role?
- Do you have experience of the effective use of an accounting package?
- Do you have experience of the development of budgets and longer term forecasts at organisational level?

Applicants who successfully pass the initial set questions will be sent an application pack. A completed application form is needed to fully apply for this post. **Please note – we do not accept CVs as applications.** To apply for this position, please complete the application form provided and email your completed application form to Recruitment@nottssvss.org.uk

Successful applicants will be subject to DBS vetting.

CLOSING DATE: 6 June 2022

INTERVIEW DATE: 15 June 2022