



Fair for You CIC – Assistant Finance Manager

Job Description

About Us

Fair for You is a Community Interest Company (CIC) wholly owned by the Fair Credit Charity. Our aim is to influence the financial, legislative and regulatory landscape to help create an ethical and responsible lending environment where financially excluded people are better served.

Since 2015, we have provided £100m in loans to over 100,000 customers across the UK, generating an estimated £1bn in social value. Our mission is simple: *to change lives through better lending*.

Role Overview

The Assistant Finance Manager supports the Deputy CEO in delivering a high-quality finance function. This role is integral to the day-to-day financial operations of the business, contributing to financial control, reporting, and analysis. The role also involves supervising junior finance staff and deputising for the Deputy CEO where required.

Key Responsibilities

Financial Control and Governance

- Assist in the preparation and maintenance of the month-end timetable, ensuring deadlines are met.
- Prepare the management accounts, including reconciliations and supporting schedules.
- Review and assist with bank reconciliations and nominal ledger maintenance.
- Complete VAT, fixed asset accounting, and general ledger integrity.
- Assist with payroll processing, HMRC reporting, and pension submissions.
- Contribute to the preparation of year-end statutory accounts and liaise with external auditors.
- Provide cover for finance operations tasks (e.g. loan postings, payments, refunds) as required.

Financial Analysis and Reporting

- Assist in analysing financial performance and investigating variances against budget.
- Track grant utilisation and spend.
- Contribute to KPI reporting, covenant tracking, and reporting to stakeholders.

Budgeting and Forecasting

- Assist in the preparation of budgets and periodic reforecasts.
- Work with budget holders to monitor and challenge expenditure.

Fair For You Enterprise CIC
Unit 8, Elm Court, Meriden Business Park, Copse Drive, Coventry CV5 9RG
www.fairforyou.co.uk | enquiries@fairforyou.co.uk

- Support short- and long-term cash flow forecasting.
- Assist in monitoring cash position and highlighting risks or shortfalls.

Person Specification

Essential

- Part-qualified or newly qualified accountant (ACA/ACCA/CIMA or equivalent).
- Experience working within a finance function, preferably in a small or growing organisation.
- Strong analytical skills with high attention to detail.
- Good communication and stakeholder engagement skills.
- Ability to manage multiple priorities and meet deadlines.

Desirable

- Previous supervisory or team support experience.
- Strong Excel and financial systems knowledge.

Our Values

We are guided by openness, fairness, trust, integrity, and partnership. We celebrate diversity and are committed to making a positive difference in the lives of those excluded from mainstream financial services.

Additional Information

- Hybrid working (approximately 8 days per month in the office)
- Benefits include health plan, life insurance, income protection, flexible working, and retail discounts

Location: Coventry (Meriden Business Park)

Organisation: Fair For You Enterprise CIC

Regulated by: Financial Conduct Authority (FRN: 719715)

Indicative Salary: £37.5k. Part time working will be considered.

How to apply

Please send your CV, with a covering letter, to: michaela.farthing@fairforyou.co.uk together with confirmation that you have the permanent right to work in the United Kingdom.

Closing Date: Friday 7th August 2026