

Everyone's Invited

Job Description: Finance Manager

Job Title: Finance Manager

Salary: £45,000 – £47,000

Working Pattern: 4 days week

Location: London, United Kingdom

Contract Type: 6 month rolling contract

Start Date: ASAP

Application Deadline: Applications will be reviewed on a rolling basis until the position is filled. We encourage you to apply as soon as possible

About Everyone's Invited

Everyone's Invited is a charity dedicated to eradicating rape culture, providing a safe platform for survivors of sexual abuse to tell their stories and delivering specialist education for young people, educators and professionals in workplaces. We are committed to creating safe spaces for survivors to share their experiences and driving meaningful change in communities, schools, and workplaces. We recognise that sexual violence and oppression are shaped by intersecting systems of power, including race, gender identity, sexuality, disability, class and migration status. We are committed to building a workplace and movement that reflects the diversity of the communities we serve and centres those most impacted.

Role Overview

We are looking for a Finance Manager to lead the day-to-day financial management of Everyone's Invited and to strengthen the financial foundations of our work during a period of growth. This role is ideal for someone who is organised, reliable, and comfortable owning the finances of a small charity - from bookkeeping and payroll through to budgeting, reporting and financial controls.

Working closely with the leadership team, the Finance Manager will ensure that financial records are accurate, payments are processed efficiently, and key financial processes run smoothly. Beyond core financial management, the role also has an income dimension: helping Everyone's Invited identify and develop new lines of income, including charitable giving from corporate sponsors, and providing the financial expertise that underpins funding applications and partnerships.

This is a hands-on role suited to someone who enjoys working independently, setting up clear financial systems, and supporting a small team to stay on top of financial administration -while also thinking creatively about how a growing charity can diversify and sustain its income.

Key Responsibilities

Financial management and record-keeping

- Reconciling transactions and maintaining accurate financial records using Xero
- Managing incoming and outgoing invoices, including raising invoices and tracking payments
- Logging daily purchases and expenses
- Supporting day-to-day bank management, including monitoring balances and processing payments

- Maintaining organised financial documentation and records

Payroll

- Processing monthly payroll and ensuring all staff and freelancers are paid accurately and on time

Budgeting, forecasting and reporting

- Assisting with forecasting, budgeting and tracking, including budget variance reporting
- Supporting financial reporting for the leadership team and trustees, including monthly summaries and inputs to board and finance subcommittee papers
- Assisting with financial preparation for year-end accounts and liaising with external accountants

Income generation and corporate giving

- Working with the leadership team to identify and develop new lines of income for Everyone's Invited, including charitable giving from corporate sponsors and partners
- Researching prospective corporate supporters whose values align with our mission, and supporting due diligence and ethical screening of potential donors and sponsors
- Developing costed proposals and budgets for corporate partnerships, sponsorships, funding applications and earned income (such as education and training delivery)
- Ensuring full cost recovery in pricing and proposals, so that new income genuinely strengthens the organisation
- Supporting financial reporting to funders and partners, including on restricted funds

Financial controls, policies and compliance

- Helping to develop and maintain financial policies and financial controls
- Ensuring financial processes are efficient and appropriate for a small charity environment
- Identifying and implementing improvements to financial systems and processes

Person Specification***Essential***

- Experience managing finances for a small organisation or charity
- Comfortable managing day-to-day bookkeeping independently
- Highly organised, reliable, and able to manage their own workload
- Communicates clearly and can work collaboratively with a small team
- Proactive in maintaining clear systems and identifying improvements to financial processes
- Comfortable working flexibly within a small, mission-driven organisation

Desirable

- Experience with Xero or a similar cloud accounting system
- Experience supporting income generation - for example corporate giving, sponsorship, grant budgets or earned income - in a charity setting
- Understanding of charity finance, including restricted funds, full cost recovery and Gift Aid
- A recognised finance or accounting qualification (full or part-qualified), or equivalent experience

Salary and Benefits

- Salary of £45,000 – £47,000, depending on experience
- Wellbeing allowance: £200 per month
- Flexible working within a small, supportive team
- A culture that prioritises wellbeing, care and learning

What it's like to work with us

Working at Everyone's Invited means being part of a small, mission-driven team working to end rape culture through education, survivor support, research and advocacy. Based at Somerset House in central London, we're a close-knit organisation where everyone's contribution is visible and valued - you'll have real ownership of your work from day one. We won't pretend the work is easy: our work is rooted in survivor testimony, and engaging with this material day to day can be genuinely challenging. That's exactly why we're committed to giving you the tools and support to take care of yourself, underpinned by an ongoing wellbeing programme shaped by our own staff's voices. Ours is a culture of fast-paced excellence - from national research and school-based education programmes to festival partnerships and public exhibitions, we set a high bar and move quickly to meet it. If you're looking for work that matters, with a team that lives its values internally as well as externally, we'd love to hear from you.

Equity & Accessibility

Everyone's Invited is an equal opportunity employer. We strongly encourage applications from people from the global majority*, LGBTQ+ people, disabled people, and those from other marginalised communities.

We are committed to providing a recruitment process and working environment that is inclusive and accessible. If you require any adjustments or support at any stage, please let us know and we'll be happy to accommodate your needs. Interview questions are available in advance on request.

*We use the term global majority to refer to Black, Asian, Brown, dual-heritage, Indigenous and other racialised people who make up the majority of the global population.

How to Apply

Please submit your CV along with short written answers (no more than 300 words) to the application questions below to ellie@everyonesinvited.uk. Applications will be reviewed on a rolling basis, so we encourage you to apply early. Please label your application as YOUR NAME, EVERYONE'S INVITED.

Application questions

Please answer each question in no more than 300 words:

- Tell us about your experience managing the finances of a small organisation or charity. What did you own day to day, and what systems did you use?
- Tell us about any experience you have supporting income generation — for example corporate giving, sponsorship, grant budgets or pricing paid-for services. If you haven't done this before, tell us how you would approach identifying new income opportunities for a small charity.
- What draws you to working at a charity focused on ending sexual violence?