



Key responsibilities

Strategic Financial Leadership

- Contribute to the strategic leadership and development of the charity
- Provide financial advice and insight to the Chief Executive, Senior Management Team and Board of Trustees
- Lead financial planning, budgeting, forecasting and scenario modelling
- Support organisational sustainability and long-term financial resilience

Financial Administration

- Timely processing of invoices, receipts and payments
- Perform regular bank reconciliations in Xero and maintain precise financial records
- Creditor and debtor control
- Monitoring of regular donations and other income using platforms such as Just Giving and Stripe
- Maintain accurate electronic filing of financial and legal documents
- Track organisational subscriptions, memberships, and renewals (e.g. Zoom, Google Workspace, domain hosting)
- Gathering financial data or documents needed for audits, board reporting, or funding applications

Financial management

- Lead all aspects of financial management and control
- Manage and co-ordinate the annual budgeting process
- Produce accurate and timely management accounts, forecasts and financial reports
- Monitor financial performance and provide analysis and recommendations
- Oversee cashflow management, reserves and investments
- Ensure effective financial systems, processes and internal controls are maintained
- Oversee payroll and other statutory reporting obligations
- Manage the maintenance of the financial accounting system (Xero)

Statutory Accounting

- Lead the preparation of annual statutory accounts
- Manage the external independent accountant process and relationships
- Ensure compliance and manage reporting with Charity SORP, Companies House, Charity Commission and HMRC requirements

Funding & Grant Management

- Lead the financial management, monitoring and reporting of restricted and unrestricted funding, ensuring compliance with funder requirements and supporting effective budget management across the charity
- Support budgeting and reporting for grants, contracts and funding agreements.
- Ensure compliance with funder requirements and reporting obligations

Governance & Compliance

- Prepare financial reports and papers for the Board of Trustees
- Attend Board and Senior Management Team meetings
- Support organisational risk management and governance processes
- Develop and maintain financial policies including Investment and Reserves policies
- Develop and maintain charity wide policies
- Develop and maintain financial procedures and internal controls
- Ensure compliance with financial regulations and best practice
- Manage the Charity insurance requirements and renewal

Management

- Lead and develop the finance function
- Identify opportunities to improve systems, processes and reporting
- Support organisational change and continuous improvement initiatives
- Work with the Chief Executive and the Senior Management Team to ensure a consistent approach to staff development and management of HR issues
- Support the wider aims of the charity and, from time to time, carry out other general duties as may reasonably be required by the Chief Executive Officer

About you

We're looking for someone who's practical, detail-oriented, confident in managing multiple tasks and able to prioritise them effectively. You will be proactive, reliable and adaptable and you will be comfortable using a range of IT tools and working in a remote, global environment.

Essential skills and qualities

- A financial control and reporting background with an accounting qualification (e.g. ACA, ACCA, CIMA, CIPFA or QBE)
- Significant experience in a senior finance role
- Experience of organisational governance, ideally with knowledge of Charity SORP and charity regulations.
- Experience of restricted fund accounting and grant management
- Experience of liaising with accountants to prepare annual accounts and reports required by the Charity Commission.
- Experience of cash flow forecasting.
- A confident and clear communicator with the ability to communicate financial information in an appropriate manner for non-financial trustees and staff.
- Self-motivated and able to work effectively from home with strong communication skills and with a high level of accuracy and attention to detail.
- Ability to work flexibly throughout the working week when necessary.
- Ability to prioritise and plan activities to meet strict deadlines.
- Good computer literacy skills (e.g. with Excel, Word, PowerPoint and project reporting systems).
- Ability to work from home being a reliable team player with good attendance and work performance.

Desirable

- Experience supporting boards or governance processes.
- Experience working or volunteering in the non-profit and/or health sector.
- Experience working or communicating across cultures
- Familiarity with charity administration and awareness of UK charity accounting.

General Notes

- The team meet face to face monthly in the office in Liverpool and it is a requirement that you attend the office for at least this one day. Reasonable travel expenses will be reimbursed for one meeting a month. You are invited to attend the office on additional days to suit.
- We will also require the successful applicant to undergo a basic DBS check and provide satisfactory references from previous employers.