



JOB DESCRIPTION

JOB TITLE:	Finance, HR and Admin Manager
LOCATION:	Remote (with occasional travel as required)
HOURS:	Full-time, 37.5 hours per week (flexible working requests and part-time hours will be considered)
SALARY:	£51,500 per annum
CONTRACT TYPE:	Permanent
PENSION:	Up to 5%, when matched with employee's own contribution
ANNUAL LEAVE:	26 days per annum, with 8 public holidays (28 days after 2 years and 30 days after 5 years)
REPORTS TO:	CEO

About us

The For Baby's Sake Trust is an award-winning charity that provides therapeutic, trauma-informed support that breaks cycles of domestic abuse and gives babies the best start in life. We provide targeted support to babies and parents through the ground-breaking *For Baby's Sake* programme including internationally, train others in trauma-informed therapeutic practice, and collaborate to improve outcomes related to the impact of domestic abuse on babies.

We are also developing new, trauma-informed responses to emerging needs, including the *My Future Me* pilot, which supports care-experienced young people to build safety, stability, confidence and positive future pathways.

In May 2026, we achieved Silver trauma-informed accreditation, with one small action to further strengthen the embedding of trauma-informed principles across our organisational culture, practice and systems.

Our values

- **Respect**
- **Integrity**
- **Safety**
- **Empowerment**

Overall purpose of the job

The For Baby's Sake Trust is seeking a Finance, HR & Admin Manager to provide accurate, efficient and responsive finance and people administration across the Trust. Working closely with the Chief Finance Officer and colleagues across the Trust, the post holder will manage day-to-day financial processes, maintain reliable accounting records, support effective HR systems and practices, and assist with administrative tasks as required.

The role will oversee bookkeeping in Xero, purchase and sales ledger activity, expenses, payment

runs, banking, Gift Aid, payroll and pensions, VAT returns, cashflow and financial forecasting. It will also support year-end accounts and audit preparation, statutory and Charity Commission reporting, and the preparation of budgets and financial reports for fundraising bids and funders.

The post holder will also coordinate core HR processes, including recruitment, pre-employment checks, induction, probation, personnel records, mandatory training, policy administration and Access to Work grants. They will be experienced finance professional, ideally professionally qualified, part-qualified or qualified by experience, with strong accounting systems and Excel skills, knowledge of charity finance and financial controls, and experience of HR administration and payroll. They will be organised, accurate, discreet and collaborative, able to manage competing priorities independently and committed to the Trust's vision, values and trauma-informed approach.

The position is remote, with occasional travel as required.

We will consider any reasonable adjustments candidates may need during the recruitment process or to support them in the role. To discuss any adjustments or additional support, please contact recruitment@forbabyssake.org.uk.

	Main accountabilities
1.	Finance - Managing and undertaking the bookkeeping for the organisation within Xero (Finance System). - Processing expenses through BreatheHR (HR Management Software) ensuring accuracy. - Gaining approval for all purchase invoices and direct debits. - Processing purchase invoices through Xero. - Managing direct debits and standing orders. - Processing the weekly payment run & processing the transactions through Xero & the bank. - Maintaining the Chart of Accounts within Xero and ensuring transactions are posted correctly. - Producing month-end and year-end journal transactions within Xero. - Raising sales invoices in Xero & managing credit control activities on outstanding invoices. - Acting as the main point of contact and liaison with our banking providers. - Managing the gift aid process including gift aid claims. - Maintaining the financial forecast for the Trust for the financial year. - Maintaining the cashflow forecast. - Managing the accounts@forbabyssake.org.uk generic mailbox.
2	HR - Managing day-to-day HR procedures and processes for the Trust - Working with designated members of the team to monitor and improve internal communications - Providing advice to team members on all issues relating to employment law, policy and practice - Supervising and developing an inclusive, fair and safe end-to-end recruitment process, guiding and supporting recruitment managers - Ensuring compliance with DBS and right-to-work checks - Ensuring smooth and supported team induction and probation processes - Working with the Leadership Team to review staff benefits and pay proposals - Managing Access to Work grants for the Trust. - Maintaining all personnel files on BreatheHR - Tracking mandatory training and ensuring records are up to date.

	- Managing the recruitment@forbabyssake.org.uk generic mailbox - Processing the administration around HR policies including amending documents and publishing policies. - Leading on all other HR processes as required
3	Investment - Calculating the monthly investment figure to ensure that we are maximising the value of cash while ensuring we have enough cash to fulfil our commitments. - Processing the investment transaction with our banking partners.
4	Payroll - Providing our outsourced payroll provider with information relating to payroll changes for each month. - Processing new starters and leavers. - Reconciling draft payroll to confirm accuracy. - Processing payroll transactions through Xero & the bank. - Processing pension transactions through Xero & the bank. - Posting monthly payroll journal into Xero to apportion payroll costs.
5	Governance & Other - Support the CFO with preparation of the quarterly finance report and fundraising pipeline for the Board of Trustees - Supporting the CEO and Chair of Trustees with room bookings as required - Supporting IT queries with our external IT provider as required. - Support with general administration as required.
6	VAT - Correctly apply VAT treatment to all transactions - Produce quarterly VAT return to HMRC.
7	Annual Accounts - Working with the CFO to ensure that all information is ready for year-end accounts within Xero and with external schedules. - Responding to queries from the auditors. - Maintaining accounting records to ensure a smooth year end audit process.
8	Fundraising - Assisting the CFO and Senior Fundraising Manager in the production of budgets for fundraising bids as required. - Assisting in the production of financial reporting for funders.
9	General Responsibilities - Acting as an ambassador for The For Baby's Sake Trust. - Demonstrating a commitment to the Trust's values in all aspects of work. - Championing trauma-informed practice throughout the organisation - Contributing to organisational development and strategic priorities. - Undertaking any other duties as reasonably required.

Person Specification

Qualifications Required (Essential)
Professional accounting qualification (ACA, ACCA, CIMA), part-qualified or qualified by experience.

Minimum levels of knowledge, skills and experience required for this job

Knowledge, skills and experience
- Experience in a financial management role within a small or medium-sized organisation. - Strong IT skills, particularly with accounting software and Excel. - Knowledge of charity accounting requirements, including SORP. - Experience of year end audits and statutory reporting. - Experience developing and maintaining financial controls. - Excellent written and verbal communication. - Experience supporting charity fundraising and grant reporting. - Knowledge of HR policies, procedures, administration and payroll. - Ability to manage multiple priorities and work collaboratively across teams. - Ability to work independently, prioritise workload, and meet deadlines. - Experience of processing VAT transactions and VAT returns (Desirable). - Experience of working with outsourced Finance & IT (Desirable).

Attributes
- Attention to detail and high standards of accuracy. - A strong understanding of the importance of confidentiality and discretion. - Approachable and supportive team member. - Able to work across a broad portfolio of tasks (Finance, HR, Governance, IT, Business Administration). - Proactive and organised.