



Finance Lead (Part-Time)

Evergreen Care UK

Location: Bexley & Dartford (hybrid working considered)

Hours: 12–15 hours per week (flexible, depending on experience)

Salary: £11,700 per annum (pro rata)

Direct reports: Bookkeeper

Help ensure strong foundations for a charity where people in later life can connect, belong and thrive.

Use your finance expertise to support meaningful community impact every day.

About Evergreen Care UK

Evergreen Care UK is a relational charity rooted in a Christian ethos, guided by our values of Compassion, Dignity, Connection and Trust. We welcome and serve people of all faiths and none.

Through our community cafés and services, we support people in later life to remain independent, reduce loneliness, and stay connected to their communities.

About the Role

We are seeking an experienced and trustworthy Finance Lead to play a vital role in the sustainability and growth of Evergreen Care UK.

Working closely with the Chief Executive Officer and Trustees, you will bring clarity, insight and confidence to our financial management. Your work will enable good decision-making and ensure our services can continue to grow and reach more people.

This is a high-trust, part-time role suited to someone who enjoys combining strong technical expertise with purposeful, values-led work as part of a collaborative team.

Key Responsibilities

Financial Reporting & Compliance

- Prepare accurate monthly management accounts for the CEO and Trustees
- Lead the preparation of annual statutory accounts in line with charity SORP
- Prepare supporting schedules for independent examination or external review
- Ensure timely and accurate submission of Charity Commission returns
- Maintain oversight of financial records to ensure accuracy and completeness

Budgeting, Cash Flow & Risk

- Monitor income and expenditure against budget and explain variances
- Oversee cash flow to support organisational stability
- Monitor restricted funds to ensure compliance with funder requirements
- Identify and appropriately escalate financial risks

Financial Controls & Governance

- Maintain robust financial controls and procedures
- Ensure appropriate segregation of duties
- Provide clear financial insight to support trustee decision-making
- Work closely with the Treasurer to support strong governance

Leadership & Oversight

- Provide oversight of the Bookkeeper and Bookkeeper Assistant
- Support high standards of financial administration across the organisation

Who We're Looking For

We're looking for someone who combines strong financial expertise with a thoughtful, relational and values-led approach.

Essential

- Proven experience in a similar finance role with responsibility for financial reporting, controls, and year-end accounts

- Experience preparing management accounts and financial reports
- Working knowledge of charity SORP
- Strong understanding of accounting principles and internal controls
- Experience overseeing or supporting finance staff or functions
- Strong analytical skills and attention to detail
- Clear and confident communication skills
- Ability to work in alignment with Evergreen Care UK's Christian ethos and values

Desirable

- Experience within the charity or voluntary sector
- Experience supporting Boards or Trustees
- Experience using Liberty Accounts (or similar accounting systems)
- Confidence contributing to organisational development and financial planning

Why Join Evergreen?

This is an opportunity to play a key role in a small, relational charity where your work has direct and visible impact. Your financial leadership will help ensure that Evergreen can continue to provide welcoming spaces where people in later life experience connection, dignity and belonging.

You'll benefit from a flexible, part-time role while working closely with senior leadership and trustees in a trusted and valued position.

What Success Looks Like

- Clear, accurate and timely financial reporting that supports confident decision-making
- Well-prepared annual accounts and a smooth independent examination process
- Strong financial controls operating consistently and effectively
- Clear oversight of restricted funding and financial risk
- Financial stewardship that enables Evergreen's services to grow and thrive

Additional Information

This role requires flexibility and collaboration as part of a small team. The postholder may occasionally attend trustee meetings and support wider organisational needs where appropriate.

The successful candidate will be required to undertake a DBS check and comply with safeguarding, data protection, and health and safety policies.

Evergreen Care UK is committed to creating an inclusive environment where everyone feels respected, valued and supported. We welcome applications from people of all backgrounds, faiths and communities.