



**Could you be our
Finance Lead?
(Management
Accountant)**



Together

With and without learning disability



L'ARCHE
In the UK

WELCOME

Do you want to work in a committed, flexible and caring team, at the heart of an inspiring national charity?

Are you motivated by our vision of people with and without learning disabilities sharing life, friendship, homes and spirituality?

Could your professional and people skills help people live fuller lives, and build a more human society?

L'Arche has 11 Community clusters around the UK. We stand for inclusion and full lives for people with learning disabilities. We combine brilliant care with rich community. We aim to show what life with learning disability can be, what life-giving social care can be, and what community, meaning and togetherness can be in our society.

You will find L'Arche a rewarding place - to work, to make society kinder, and to find fun and friendship in the process. If you are anything like me, you may also find yourself changed too, by the L'Arche way of seeing and being in the world.

If you like the sound of that, please get in touch and explore this with us.



Laura Harper
National Leader/CEO, L'Arche in the UK

Who We Are

Do you believe in a world where we all belong?

INTRODUCTION

L'Arche is a worldwide movement of people with and without learning disabilities building community together. We aim to be a beacon for our society - of what social care can be, what life with learning disabilities can be, and what a more human society can be.

L'Arche in the UK is a registered charity and a regulated provider of care and support. Our 11 Communities in England, Scotland and Wales offer a varied mix of adult supported living, registered care, and day services.

Our UK annual turnover is about £21m. some 1400 people across the UK belong to a L'Arche Community, including about 300 people with learning disabilities and more than 700 employees and volunteers.



OUR DIVERSITY PLEDGE

We will welcome and support applications from people of all backgrounds. We encourage candidates who are disabled, who identify as LGBTQ+, or who are from a minority ethnic background, since these perspectives are currently under-represented.

Our application process is designed to reduce the impact of unconscious biases, and to support people from backgrounds that haven't always been well-represented to contribute to L'Arche.

If there are a few areas in the job description where you feel less experienced, don't let that put you off. We are happy to support people to learn, and to make adjustments to make this job the right fit for the right person.

L'Arche is committed to inclusive working practices, so during the application process we commit to:

- Pay for childcare while you are at any inperson interviews.
- Pay your travel costs to and from interviews.
- Make any reasonable adjustments for the interview process.
- Offer a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.

If you would like to talk anything through before applying, please contact:

Alexina Mwense, Director of Finance and IT
alexina.mwense@larche.org.uk

WANT TO GET TO KNOW US BETTER?

[Our unique approach](https://www.larche.org.uk/Listing/Category/our-unique-approach)

www.larche.org.uk/Listing/Category/our-unique-approach



[Why work for L'Arche?](https://www.larche.org.uk/why-work-for-larche)

www.larche.org.uk/why-work-for-larche



Role Description

Job title:	Finance Lead (Management Accountant)
Hours:	37.5 hours per week.
Salary:	£42,346.39 per annum (including London Weighting).
Location:	Flexible working, with 3 days a week in our London office. The role will involve occasional travel to the L'Arche Communities within your area of responsibility.
Reports to:	Finance Manager.
Contract type:	Full-time. Permanent.

ABOUT THIS ROLE

The Finance Lead will share responsibility with other Finance Leads to produce Community Management Accounts.

As a Finance Lead, you will also be responsible for the line management of two or three Bookkeepers, ensuring that Management Accounts results are discussed with Community Leaders, leading on the Budget process for assigned Communities and leading on the Housing Benefit/ Rent Increase process for assigned Communities.

You will ensure that the work of people you line manage is in line with the finance function's strategic and operational plans and with the relational and person-centred values of L'Arche. You will also ensure that all relevant policies and procedures are being followed by people you line manage.

Together with the Finance Manager, you will make sure that the people are adequately line managed, resourced, supervised, mentored, empowered, and that their personal development and training requirements are met.

The Finance Lead, working with the Bookkeeper(s), will be responsible for ensuring that all finance processes are documented and those processes relevant to people outside of Finance are communicated and updated as and when required. You will also be responsible for identifying and recommending potential operational efficiencies and improvements to working practices and procedures; responsible for the financial data processing; and maintaining the quality and accuracy of data held within Business Central.

You will support the Finance Manager to ensure mechanisms are in place to enable the efficient and effective day-to-day running of the finance function.

As a Finance Lead, you may from time to time be asked to take part in cross-departmental projects and collaborate with other L'Arche colleagues to deliver work effectively and efficiently, seeking out opportunities to work with others wherever mutually beneficial.



Key Responsibilities

FINANCIAL MANAGEMENT & REPORTING

- Prepare monthly management accounts, including profit and loss statements, balance sheets and cash flow reports.
- Produce accurate and timely financial reports for budget holders and senior management.
- Analyse financial performance and provide commentary on variances against budget and forecast.
- Support month-end and year-end closing processes.
- Ensure financial records are maintained accurately and in accordance with accounting standards and organisational policies.

BUDGETING & FORECASTING

- Coordinate the annual budgeting process across departments.
- Prepare regular forecasts and reforecasts, identifying key risks and opportunities.
- Work closely with budget holders to monitor expenditure and income against agreed budgets.
- Provide financial modelling and scenario analysis to support decision-making.

BUSINESS PARTNERING

- Act as a trusted finance business partner to operational managers.
- Translate complex financial information into clear, actionable insights for non-finance colleagues.
- Challenge and support managers to improve financial performance and accountability.
- Assist in the development and appraisal of business cases and investment proposals.

FINANCIAL ANALYSIS

- Investigate variances and trends in financial performance.
- Provide detailed analysis of costs, income, margins and operational performance.
- Develop key performance indicators (KPIs) and management information dashboards.
- Support strategic planning through financial analysis and reporting.

CONTROLS, COMPLIANCE & AUDIT

- Ensure compliance with financial policies, procedures and internal controls.
- Support external and internal audit processes.
- Assist with statutory accounts preparation and regulatory reporting requirements.
- Promote continuous improvement in financial controls and processes.

SYSTEMS & PROCESS IMPROVEMENT

- Maintain and improve financial reporting systems and processes.
- Support the implementation and optimisation of finance systems.
- Identify opportunities to streamline financial processes and improve reporting efficiency.
- Develop and maintain financial models and reporting tools.

CASH FLOW & BALANCE SHEET MANAGEMENT

- Monitor cash flow performance and support cash flow forecasting.
- Reconcile and review balance sheet accounts.
- Ensure timely resolution of financial discrepancies and outstanding items.
- Support working capital management initiatives.

ADDITIONAL DUTIES (PARTICULARLY RELEVANT IN CHARITIES AND NOT-FOR-PROFIT ORGANISATIONS)

- Support grant reporting and restricted fund accounting.
- Assist with annual budgets and forecasts for projects and services.
- Prepare reports for trustees, finance committees and senior leadership teams.
- Monitor compliance with charity accounting requirements and donor restrictions.
- Support funding applications by providing financial information and cost analysis.



Person Specification

ESSENTIAL CRITERIA

QUALIFICATIONS:

- Part qualified accountant (ACCA, CIMA, ACA, CIPFA) or equivalent.
- Evidence of continuing professional development.

EXPERIENCE

- Experience of preparing monthly management accounts and financial reporting.
- Significant experience of budgeting, forecasting and financial planning.
- Experience of analysing financial performance and producing insightful management information.
- Experience of working closely with operational managers and non-finance stakeholders.
- Experience of balance sheet reconciliations and month-end processes.
- Experience of using integrated finance systems and Microsoft Excel to an advanced level.
- Experience of improving processes, controls and reporting.

KNOWLEDGE

- Strong understanding of management accounting principles.
- Knowledge of financial controls, governance and compliance requirements.
- Understanding of budgeting and forecasting methodologies.
- Knowledge of financial performance analysis and KPI reporting.
- Understanding of cash flow management and financial risk.

TERMS AND CONDITIONS

- Hours of work: 37.5 hrs per week. Full-time, permanent contract.
- 33 days' annual leave (including Bank Holidays)
- Appointment subject to references, work history verification, Right to Work check, and DBS check.

SKILLS AND ABILITIES

- Strong analytical and problem-solving skills.
- Ability to interpret complex financial information and present it clearly.
- Excellent Excel and financial modelling skills.
- Strong attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Ability to influence and challenge constructively.
- Strong organisational skills with the ability to manage multiple priorities.
- Ability to meet deadlines and work under pressure.
- Strong stakeholder management and relationship-building skills.

PERSONAL ATTRIBUTES

- Collaborative and team-oriented approach.
- High levels of integrity and professionalism.
- Proactive and solution-focused mindset.
- Commitment to continuous improvement.
- Ability to work independently with minimal supervision.
- Flexible and adaptable approach to changing priorities.
- Commitment to equality, diversity and inclusion.



Our Vision and Values

L'Arche has a **Charter** and an **Identity and Mission Statement**, saying what we are across 37 countries worldwide. In the UK, we wanted to say something more specific too about what we want for L'Arche here and now .

The final wording below was co-produced by a group of L'Arche leaders based on listening to feedback and suggestions they received from people with and without disabilities across L'Arche.

OUR VISION

- L'Arche is here to show that everyone belongs.
- We create Communities where people with and without learning disabilities live, share and grow together.
- We build relationships with people in our neighbourhoods.
- We work towards a world where people with learning disabilities are included and valued.

OUR VALUES

With and without learning disabilities, we try to:

- be welcoming and kind
- be committed to each other
- bring out the best in each other
- celebrate being different and diverse
- encourage one another's spirituality.

To find out more about the co-production process, view our **"Easy Watch"** version, and read our **Charter and Identity and Mission statements**, use the links below.

Charter

bit.ly/larche_charter_EN



Mission and Identity

bit.ly/mission_and_identity



Easy Watch

bit.ly/vision_and_values



Our Benefits

As well as joining a friendly Community, where you will be well supervised and supported, and benefit from L'Arche's mentorship programme, these are some other benefits you get by working for us:

- Joining shared meals since cooking and having a meal together is what we are all about
- Achieve professional qualifications while benefiting from exceptional training and development opportunities
- Enhanced Maternity, Adoption/Surrogacy, Paternity Pay (depending on length of service, details available on request)
- Enhanced sick pay
- Interest free loans and salary advances available
- Free eye tests and a contribution towards the cost of glasses if you need them for work
- Free DBS / PVG checks
- Free SSSC registration
- Access to purchase a Blue Light Card
- Professional membership fees paid if they are directly relevant to your role
- Free Employee Assistance Programme available to everyone
- Up to 5 days paid compassionate leave
- Up to 6 days paid (pro rata) for time off for emergency dependents leave
- Carer and Childminder costs available in some circumstances to facilitate attendance at residential meetings
- Paid mileage costs at HMRC rate
- Working from Home Allowance for those in office-based roles but for whom no office is provided
- Specialist bereavement counselling for employees and their family members
- Life Assurance
- Access to the Bike to Work scheme

