



<b>POST TITLE:</b>	Finance Manager
<b>REPORTING TO:</b>	Director of Operations
<b>JOB TYPE:</b>	Part time/21 hours per week open to discussions on how hours are worked.
<b>LOCATION:</b>	Cheltenham / hybrid working, approx. 50/50
<b>SALARY:</b>	Circa £40,000 per annum (pro rata)
<b>DURATION:</b>	Permanent

## **A Bit about Us:**

WellChild is the national charity for seriously ill children and their families. We fund programmes and services to help children and young people living with complex medical needs to live and thrive at home instead of hospital whenever possible.

## **About the role:**

As our Finance Manager you will be at the heart of the charity's operations and play a vital role in helping us embark on a new 3-year strategy. Working closely with the Director of Operations and CEO your role and expertise will be pivotal in driving excellence and integrity in financial management and strategic financial decisions.

Your responsibilities will span the entire financial lifecycle, from budgeting and forecasting to meticulous reporting and process optimisation, you will also lead on management reporting, cashflow planning and the delivery of WellChild's audit, Annual Report & Accounts.

## **What are we looking for:**

You will have a detailed knowledge of accounting principles (ideally from within the charity sector), strong analytical skills; be able to demonstrate both operational and strategic thinking and have a proficiency in accounting alongside a relevant finance qualification; (ACA, ACCA, ACMA).

As the main finance role for the charity (supported by the Operations Team) you will be an excellent communicator, unflappable and diligent individual who takes pride in their work and enjoys a diverse workload.

## As part of your main duties you will be able to:

- Lead on financial processes: utilise expertise to manage financial procedures.
- Undertake budget planning: lead the budget process working alongside budget holders management.
- Financial guidance: provide advice to the charity.
- Collaboration with CEO and SMT: work closely with senior management on financial planning.
- Audit preparedness: ensure the charity is ready for annual audits including the set up and management of this external relationship.

## You will have:

- An Accountancy qualification at ACA (or equivalent) level.
- Proficiency in charity accounts – a working understanding of SORP.
- Advanced excel skills.
- A good track record of managing month end processes.
- Experience in financial planning, including long-term budgeting and modelling.
- Involvement in strategic discussions related to financial policies and decision-making.
- Proven success in working with auditors and managing audit processes.
- Demonstrated ability to streamline audit procedures and enhance efficiency.
- Meticulous attention to detail in maintaining accurate documentation.
- Strong analytical skills and be able to demonstrate both operational and strategic thinking.

## What we can offer:

- Salary circa £40,000.
- 23 days holiday on appointment rising to 27 days plus 8 bank holidays.
- Stakeholder Pension Scheme from appointment.
- Employee Assistance Programme.
- TOIL for out of hours work.

## Other:

There will also be some travel to meetings and events required that fall outside of normal working hours.

## Equal Opportunities:

At WellChild, we celebrate diversity and recognise the value it brings to our organisation. We believe that diverse perspectives lead to innovation, creativity, and better decision-making. As such, we match charity needs with skills and experience of candidates and actively seek candidates from various backgrounds irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We are committed to fostering an inclusive workplace and take pride in ensuring that everyone feels welcome, respected, and empowered.

## Safer Recruitment:

Safer Recruitment WellChild is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process. The successful candidate will be required to complete regular safeguarding training and undertake a DBS check relevant to the requirements of the role. For this role that will involve a basic disclosure.

## How to Apply:

Application forms can be found below.

Completed application forms should be sent to [jobs@wellchild.org.uk](mailto:jobs@wellchild.org.uk) Applications can also be posted to HR Team, WellChild, Office 23, Sunningend Business Centre, 22 Lansdown Industrial Estate, Cheltenham, Gloucestershire, GL51 8PL

## Use of Curriculum Vitae (CVs)

Our policy is to recruit our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we do not accept a CV unless accompanied by a fully completed application form.

## Recruitment Timetable

Application deadline: Midday, 20 May 2024

Interview date: 4 June 2024

Interview location: Cheltenham Office

## Queries

If you have a query regarding the recruitment process, require additional information, or would like to arrange an informal discussion about this role, please contact Johanna Waltho, HR Manager on [Johannawaltho@WellChild.org.uk](mailto:Johannawaltho@WellChild.org.uk) or [jobs@WellChild.org.uk](mailto:jobs@WellChild.org.uk).

## Retention of Personal Information

Please see our Privacy Statement which can be found at: <https://www.wellchild.org.uk/privacy-cookies/>

**Please note that we can only accept applications from individuals with the right to work in the UK. We are unable to sponsor working visa applications.**