



Finance Manager Vacancy

LOCATION:	Hybrid - primarily home-based, with attendance required at our Didcot office as business needs dictate. This will typically be at least once per quarter, with additional visits required for meetings, training, or other business activities.
REPORTING TO:	Chief Executive Officer
HOURS:	21-28 hours per week TBC
SALARY:	£42,350 FTE (35 hours), pro rata £33,880 for 28 hours)
CONTRACT:	Permanent 6 month probationary period applies
BENEFITS:	We want you to feel supported and rewarded in your role, so we offer a range of benefits, including: • Guaranteed time off at Christmas - our office closes between Christmas and New Year, and you'll receive additional paid leave to cover this period. • Flexible working hours - you'll have the autonomy to manage your own diary while making sure the needs of the service are met. • Hybrid working - this post combines home-based working with travel to the main office in Didcot giving you flexibility and variety. • Expenses paid - reasonable travel and work-related expenses are reimbursed in accordance with our expenses policy. • Scope to innovate - you'll have the opportunity to bring fresh ideas, shape the way we work, and make your mark on the charity

Job Purpose

The Finance Manager is responsible for the smooth running of all aspects of the financial management of Circles South East (Circles SE). The purpose of this post is to:

- Provide sound financial advice to the Chief Executive (CE) of Circles SE, Board of Trustees and Managers
- Provide a high quality and effective financial management service to the charity
- Prepare, develop and analyse management accounting information
- Ensure compliance with all relevant financial statutory and regulatory matters

We are seeking an experienced finance professional who can provide high-quality financial leadership and management within a small but ambitious charity. The successful applicant will be confident working independently, while building effective relationships with the Chief Executive, managers, Trustees, colleagues, auditors and other external stakeholders. They will have the ability to present financial information clearly, support strategic decision-making and contribute to the long-term financial sustainability of the organisation.

Additional Skills and Experience

As a relatively small charity, we value the diverse skills and experience that individuals can bring beyond the core requirements of the role. In addition to strong financial management expertise, we would be interested to hear from candidates with knowledge or experience in areas such as information technology, data protection (GDPR), governance, policy development, risk management, project management, funding and grants, human resources, or other relevant specialist fields.

While these skills are not essential requirements of the post, there may be opportunities for the successful candidate to contribute in these areas where this would be beneficial to both the individual and the organisation. Applicants are encouraged to provide details of any relevant additional skills, knowledge or experience in the appropriate section of the application form for consideration.

The Charity

Circles South East (Circles SE) is a registered charity and leading provider of services that address the damage to society and individuals caused by sexual harm and violence. Circles SE's primary aim is to provide a comprehensive package of support to all whose lives have been impacted by sexual harm and sexual violence. Its vision is to become essentially a "one stop shop" for issues relating to sexual abuse, while at the same time embracing multi-agency working practices. We are a community project addressing some of the most marginalized and neglected areas related to sexual violence and the harm it causes in our communities.

The charity has an annual turnover of approximately £1 million and a diverse funding portfolio including grants, contracts, donations and commercial income from training and consultancy activities. As the organisation's lead finance professional, the Finance Manager will have responsibility for all finance functions, supported by the Senior HR & Administration Officer.

Circles SE Vision statement

Circles South-East empowers communities to create and deliver a restorative and holistic framework, that reduces the incidence and impact of sexual harm and sexual violence, while always recognising the humanity of victims, perpetrators, and their families.

Circles SE Objectives

Circles SE exists to reduce the level of sexual harm and violence in the community, and aims to do this by achieving the following objectives:

- Support the reintegration of people who have committed or at are risk of committing sexual offences back into the community.
- Sharing expertise on the identification and management of the risk of sexual harm with families, agencies, and the wider community.
- Mitigating the harm experienced by those who are victims of, or affected by, sexual violence by promoting and supporting their journey to recovery.
- To be part of the community solution to violence against women and girls and to support the changing narrative across society.
- To place communities at the centre of the process – Circles SE has the expertise and wants to use this to enable communities to work together in developing their ability to safeguard all vulnerable individuals living amongst them.

Being Part of the Team

All Circle SE staff play an important role in supporting the organisation's success and contributing to the achievement of our strategic objectives. As the charity's lead finance professional, the Finance Manager will work closely with the Chief Executive, managers, Trustees and colleagues to ensure strong financial management, effective governance and long-term sustainability. We welcome

applicants who bring a proactive, flexible and solutions-focused approach, together with a commitment to continuous improvement.

Equality, Diversity and Inclusion

Circles South East is committed to promoting equality, diversity and inclusion and to building a workforce that reflects the communities we serve. We welcome applications from all suitably qualified candidates and are committed to ensuring a fair and accessible recruitment process for everyone. Reasonable adjustments will be considered for candidates who require them during the recruitment process.

Please contact one of our administration team on 01235 816050 for an application pack and further information or alternatively please email your request to: info@circlessoutheast.org.uk

Closing date for applications: 28th August

Interview Date: 4th September

Please note - We may close the advert early if we receive a high volume of suitable applications. Early applications are strongly encouraged