



envision

**Finance Manager
Application Pack**

Deadline: Midnight Tuesday 29th April

Finance Manager

- **London, Birmingham or Bristol**
- **Permanent**
- **Part time, 3-4 days a week (21-28 hours)**
- **£34,000 - £38,000 per annum pro-rata, dependent on skills and experience**

Envision actively encourages applications from those from Black and Minority Ethnic backgrounds and from socio economic disadvantaged backgrounds as they are currently under-represented in our organisation.

We seek to ensure we achieve diversity in our workforce and that all applicants and employees receive equal and fair treatment, regardless of age, race, gender, religion, sexual orientation, disability or nationality.

Please note, we are unable to support visa applications and therefore applicants must have the right to work in the UK.

Envision graduates will be guaranteed a first-round interview.



A bit about us

At Envision, we work in partnership with schools in London, Birmingham and Bristol to empower young people from less-advantaged background, who are often underrepresented in the world of work, to develop the essential skills and confidence they need to succeed.

Our structured programme is delivered in schools and colleges by our trained Envision staff and runs over a 12- (Secondary) or 20- (Post-16) week period. We partner each team of young people with a team of mentors from a local business to design and deliver a social action project that makes a positive change in their school or college community.

Working towards their project goals and key milestones, young people build the essential skills and confidence proven to support their education, employment and well-being.

'I am most proud of working on my communication and determination skills as I now feel more confident talking to big crowds of people.'

**Ammaarah,
Broadway Academy**



We believe a young person's background mustn't determine their future.

Young people from less-advantaged backgrounds too often miss out on opportunities in and outside school to build the confidence and essential skills they need to succeed in later life.

This means young people from less-advantaged backgrounds are underrepresented in the world of work. This is unacceptable. Where you grew up mustn't determine where you're going.

"People with higher levels of essential skills experience improved social mobility, employment, earnings, job satisfaction and life satisfaction...these skills work as a platform for developing other skills, including the basic skills literacy and numeracy as well as technical skills."
([Skills Builder Partnership 2023](#))



Where you come in

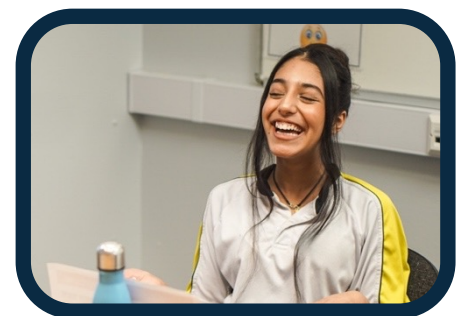
As our **Finance Manager** you will be responsible for the smooth running of the financial administration of the charity. Working closely with the Director of Finance & Operations, you'll create timely financial reports, budgets & forecasts to inform decision making.

As an experienced manager, you will bring strong financial management skills, efficient administrative systems oversight, and a proven track record of working effectively within small teams. Excellent communication and organisational abilities are essential, along with a proactive, solution-focused approach.

Responsibilities

Financial management

- Oversee and manage the daily operations of the accounting department
- Responsible for all month end processes resulting in the timely delivery of monthly and quarterly management accounts
- Prepare monthly accounts for three Regional Managers to inform and support decision making
- Oversee the timely operation and upkeep of the accounting system (Xero) to ensure accurate reporting
- Develop and maintain current financial policies and procedures (including strong financial controls), in line with statutory guidance and best practice
- Manage and oversee the work of the Business Administration and Finance Officer
- Prepare key account reconciliations and review those carried out by the Business Administration and Finance Officer
- Manage full accounts receivable & accounts payable processes end to end
- Manage cash flow and treasury functions including corporate credit and purchasing cards
- Support year end annual accounts process ensuring financial records and supporting papers are accurately prepared for external auditors
- Maintain a rolling financial forecast to inform decisions



Responsibilities

Forecasting and budget setting

- Lead on monthly/quarterly reforecasting with support from Director of Finance and Operations
- Support Director of Finance and Operations in annual budget setting process

Financial processing

- Ensure all financial transactions have relevant receipts, invoices, grant letters and other backing documents
- Lead income processes with assistance from the Director of Philanthropy & Partnerships to ensure income streams accurately reflected in Xero and forecasts
- Submit gift aid claims periodically with the assistance of the Business Administration and Finance officer

Payroll processing

- Prepare and process monthly payroll on Xero for approval by Director of Finance and Operations
- Manage NEST pensions processing and staff expense claims
- Process HMRC notices and ensure all statutory obligations and pension payments are met accurately and on time

Governance

- Compile annual return for the Charity Commission
- Updating Companies House and Charity Commission and other relevant authorities



“Envision is a vital charity; it aims to empower young people and allow them to identify their strengths, which can be utilised for various experiences related to work or further education. My hope for other young people taking part in Envision is that they understand how their current skill set can be utilised in the world of work and further education plans and how this programme can help establish and develop that skill set.”

Josephine,
Youth Trustee



“Over the next three years, our ambition is to support more and more young people to develop their Essential Skills and confidence while we continue to build the effectiveness of our work. To do so, we must maintain the organisational strength to grow with efficiency, impact and sustainability. The Finance Manager is critical to our organisation's strength, our plan's success and Envision's mission!”

Elisabeth,
CEO

Person specification

Experience, Knowledge, and Skills	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
Prior experience of working in a similar role (min 2 years)	E	A & I
Accounting qualification (e.g. AAT Level 3 or above, ACA, ACCA, CIMA) or Qualified by Experience	E	A & I
Experience with IT systems – Office365, Shared drives	E	A & I
Experience with IT systems – Xero, SafeHR, Salesforce, Docusign	D	A & I
Demonstrate a proactive approach to process improvement and efficiency	E	A & I
Excellent communication skills, both written and oral, including the ability to present financial reports and information effectively to a wide variety of audiences	E	A & I
Demonstrate excellent organisational skills and the ability to manage competing deadlines within a small team	E	A & I
Demonstrate a high level of attention to detail and accuracy	E	A & I
Experience of the charity sector and its accounting requirements	D	A & I
Competencies and Values	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
Commitment to Envision’s vision, mission and values and ability to work well in, and contribute to, our organisational culture	E	A & I
Communication: Ability to engage others through active listening, effective writing and speaking using tone, expression and gestures	E	I
Creativity: Developing ideas by considering different perspectives and using this to create solutions for problems	E	I
Teamwork: Working collaboratively and managing group discussions to reach shared decisions whilst understanding and respecting others' cultures, beliefs and experiences	E	I
Determination: Remaining flexible but resolute in your approach to reach your goals, and looking for opportunities in difficult situations	E	I

Conditions and Benefits

Terms and Conditions

Remuneration	34,000 - £38,000 per annum pro- rata, dependent on skills and experience
Location	London, Birmingham or Bristol <i>We operate a hybrid working policy, for this role we would expect you to be in the office a minimum of 2 days per month, therefore the majority of this role can be done remotely.</i>
Contract Type	Permanent Part time, 3 – 4 days a week (21 – 28 hours)
Reports To	Director of Finance and Operations

Employee Rights and Benefits

Pension:	All eligible employees will be automatically enrolled into the NEST Pensions scheme. 5% matching contribution.
Annual Leave	25 days plus bank holidays, plus 3 additional days between Christmas and New Year. Annual leave allowance increases by one day per year up to 30 days
Volunteering Days	2 days per year
Flexible Hours	10am to 4pm are core hours. Office hours are 8am to 6pm
Summer Fridays	1pm finish on Fridays in July and August
Bike to Work Scheme	Up to £1000 limit
Enhanced Parental Leave	Maternity Leave/ Adoption Leave/ Shared Parental Leave- 13 weeks full pay, 13 weeks half pay, 13 weeks statutory pay Paternity Leave- 4 weeks full pay
Charity Mentoring Network	Opportunity for personal & professional development by mentoring another, or being mentored by someone else.
Employee Eye Test	Envision will refund the cost of an annual eye test.
Charity Workers Discount	Receive savings and cashback on many personal purchases
Employee Assistance Programme	Access to wellbeing and mental health support through our Employee Assistance Programme

Application Process

To apply, please complete the application form [here](#).

Recruitment Timetable	
Schedule	Milestone
Tues 29th April (Midnight)	Closing date for applicants
Thurs 8th May	Interview via Teams

If you have any questions, please do not hesitate to contact us: vision@envision.org.uk

Please note:

- We will only be contacting candidates who have been shortlisted for interview. Therefore, if we do not contact you, please assume you have been unsuccessful.
- The safety and well-being of the young people we work with is paramount at Envision. Successful candidates will be subject to a full Enhanced DBS check and reference checks. All new staff must attend Safeguarding Training during their induction period, in line with Envision’s Safeguarding and Child Protection Policy. Failure to complete internal Safeguarding Training may result in the role being withdrawn.

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