



STRENGTH & *stem*

FINANCE MANAGER

Role description

August 2024

STRENGTH & STEM – FINANCE MANAGER

ABOUT STRENGTH & STEM

Strength & Stem is a charity that uses floristry to help female modern slavery survivors experience restoration and empowerment. We believe that floristry can be used as a practical tool to help modern slavery survivors to build a future for themselves, as well as a therapeutic tool in healing from trauma. Over eight months, we run holistic employability and skills training programmes during which participants undertake vocational floristry training, supplementary skills training, mentorship, and work experience.

The skills and experiences survivors gain through our programmes create a lasting difference for them and their families through economic independence, strengthened wellbeing and increased community. Ultimately, our programmes help survivors to regain dignity and hope and to move into a life of full independence and freedom.

TERMS

JOB TITLE	Finance Manager
RESPONSIBLE TO	CEO
HOURS	One day per week (7.5 hours per week). This is a fixed-term role for 12 months. We have a flexible working arrangement, so working hours do not have to be limited to a specific day of the week.
BASED	This is a remote role; however, you must have the pre-existing right to work in the UK to be eligible for the position. Some in-person team meetings in central London will be required.
SALARY	£35,000 per annum pro rata, equivalent to £7,000 for one day per week
START DATE	Immediate

ROLE DESCRIPTION

The Finance Manager will play a critical role in ensuring the financial health of the organisation. As the sole end-to-end finance position within Strength & Stem, the Finance Manager will be responsible for all financial activities, including bookkeeping, budgeting, financial reporting, and providing strategic financial guidance to support the charity's mission.

Your skills and expertise in successful financial management will enable Strength & Stem to establish a stable financial foundation for the future, allowing our impactful and meaningful work with modern slavery survivors to flourish and grow. This is an exciting opportunity for a skilled Finance Manager to shape and influence the effectiveness and sustainability of a small, ambitious charity.

KEY RESPONSIBILITIES AND DUTIES

Financial Management:

- Manage day-to-day financial operations, including bookkeeping, accounts payable, accounts receivable, and payroll.
- Develop and maintain financial policies and procedures with support from the Treasurer.

- Ensure accurate and timely processing of financial transactions.
- Perform the month-end process.
- Check employee expense claims and post them for payment.
- Compile bank runs and input them for approval.
- Raise any invoices and monitor late payments.

Bookkeeping:

- Maintain accurate and up-to-date financial records.
- Record and categorise all financial transactions with corresponding receipts in QuickBooks.
- Reconcile bank and credit card statements regularly.

Grant and Fund Management:

- Work closely with the Grants Manager to provide financial information for grant proposals and donor reports.
- Support the Grants Manager to manage grant budgets.
- Monitor and track restricted and unrestricted funds and grants to ensure compliance with donor requirements and complete spending.
- Producing receipts for donors and donor statements as required.
- Running and checking Gift Aid reporting to HMRC.

Budgeting and Forecasting:

- Support the CEO and Treasurer to prepare and monitor the charity's annual budget.
- Provide financial projections and forecasts to aid Board decision-making.
- Track and report on budget variances.
- Assist the CEO with Budget and cashflow reporting.

Financial Reporting:

- Generate regular financial reports for internal and external stakeholders.
- Prepare monthly management accounts.
- With the Treasurer, ensure compliance with accounting standards and regulatory requirements.

Audit and Compliance:

- With the CEO, Treasurer and Company Secretary, ensure compliance with all relevant financial regulations and reporting requirements.
- Coordinate the production of the financial statements and act as a point of contact for independent review/audit.

Cash Flow Management:

- Manage cash flow to ensure the organisation's operational needs are met.
- Support the Board by making investment recommendations in line with the charity's financial goals.

Other

- Attending regular team meetings and events

PERSON SPECIFICATION

Skills, qualifications, and experience

- A professional accounting qualification (CCAB or equivalent).
- Proven experience in financial management and bookkeeping, preferably in a charity context.
- Strong knowledge of accounting principles, financial regulations, and reporting standards.
- Proficiency in financial software and tools (e.g., QuickBooks, Excel, financial modelling).
- Experience in performing month-end processes and reconciliations.
- Proven ability to identify and implement improvements in financial systems.
- Experience in educating and assisting non-financial team members in understanding financial systems.

Personal Attributes

- Excellent analytical and problem-solving skills.
- Strong written communication and high attention to detail.
- Ability to work collaboratively with a remote team and to work effectively with finance and non-finance team members.
- Excellent time management with the ability to prioritise work, meet deadlines and produce quality results on time.
- Ability to cope with the financial management of a growing organisation.
- A motivated and proactive self-starter, able to take initiative and comfortable working within limited existing organisational structures.
- Reliability, integrity, and extremely high ethical standards.
- Commitment to the mission and values of Strength & Stem.
- Be comfortable with our faith policy (see page 7).

Please note that any offer of employment will be made subject to references, confirmation of the right to work in the UK and a satisfactory DBS check.

HOW TO APPLY

DOCUMENTS REQUIRED	CV and Completed Application form (see page 5)
CLOSING DEADLINE	Midnight, Sunday 15 th September 2024
WHERE TO APPLY	Email your CV and completed Application Form to recruitment@strengthandstem.com
FURTHER DETAILS	Applications will be considered on a rolling basis, so you are encouraged to apply as soon as possible. All applicants can expect to hear from us within two weeks once the closing deadline has passed. First-round interviews (online) are scheduled for the week commencing 16 th September 2024.

APPLICATION FORM

PERSONAL INFORMATION

Title	Address
Surname	
First name	Postcode
Email	Telephone

APPLICATION QUESTIONS

Why do you want to do this role?	
Can you describe a time when you implemented or improved a financial system within an organisation?	
Tell us about your experience of preparing and monitoring an organisation's annual budget.	

How have you previously managed grant budgets and ensured compliance with donor requirements?	
What are your aspirations for this role and for Strength & Stem as an organisation?	
Is there any other information that you would like us to know?	

PRIVACY STATEMENT AND SIGNING AGREEMENT

- These details will be held in a retrievable electronic form.
- Access to records will be limited to those who are entitled to see them as part of their duties.
- Your data will be used for recruitment purposes only and will be kept no longer than six months after the end of the recruitment process.
- I agree to my personal details being held by Strength & Stem Ltd.
- I confirm that the information given above is correct.
- I understand that I may have to undergo a DBS check (only the successful candidate).

Signed:

Date:

(electronic signature accepted)

FAITH POLICY

Strength & Stem has a Christian ethos. Our work is motivated by God's unconditional love, shaped by Jesus' teachings, and inspired by the wisdom of the Spirit for the purpose of supporting female survivors of modern slavery and human trafficking as they begin to heal, gain independence, and experience true freedom.

Many of the Strength & Stem team hold a Christian faith, but this is not a requirement to work or volunteer for the charity, and it is never a requirement for the women we work with to benefit from our services. All are welcome to become part of the Strength & Stem community.

For anyone looking to work or volunteer with Strength & Stem we ask that you are sympathetic to our vision, mission and aims as we prepare female survivors of modern slavery and human trafficking for meaningful employment, using floristry as the tool. We also ask that any staff member or volunteer is respectful of faith views and is comfortable working within a faith-based organisation.

For the women with whom we work, our service is fully inclusive and non-discriminatory, maintaining respect for other world views and not passing judgement. All beneficiaries, regardless of the faith background they may or may not have, are treated equally and with wholehearted dignity and respect.