

Job description

Job Title:	Finance Manager
Location:	Remote in the UK (homebased) with occasional travel (Based in England Wales or Northern Ireland)
Managed by:	Head of Finance
Hours:	21 hours per week
Contract:	Part Time, Permanent
Salary:	FTE: £38,625.00 per annum (pro rata: £23,175.00)

Job purpose

At Cruse, our strategy, sets out our charity's plans to grow our income and build on our expertise and unique position in the sector. We provide expert bereavement and grief information and support, and our charity has been supporting people for over 65 years. We support adults, children and young people across England, Wales and Northern Ireland, through our national services, over 80 local branches and online information about grief and bereavement. Every role serves as an ambassador for our mission, championing the charity and inspiring others to support and engage with our fundraising efforts

About you

The Finance Manager will oversee the day-to-day financial transactions made by Cruse Bereavement Support and ensure the accuracy, timeliness, and completeness of all income and expenditure transactions undertaken. The Finance Manager will assist in implementing the financial controls within the team, oversee month-end processes, and prepare the monthly management accounts and supporting information.

Key responsibilities

- Assist in the preparation of monthly management accounts and liaise with budget holders to ensure the accuracy and completeness of the information provided.
- Ensure that all budget holders have regular one-to-one meetings to review actual performance against budget / forecast.
- Assist the Budget Holders with the first stage of preparing the annual budget.
- Provide business partnering financial support to budget holders and assist in the preparation of any funding returns.
- Prepare the monthly bank reconciliation.
- Maintain the Fixed Asset Register and post monthly journals.
- Review reconciliations for all other items on the Balance Sheet (i.e. prepayments, accrued income and deferred income)
- Calculate the monthly recharge of costs from the Head Office to the regional offices.

We help people through one of the most painful times in life
– with bereavement support, information and campaigning.

Charity Registration Number: 208078. A company Limited by Guarantee Number: 638709.

- Preparation of the monthly payroll and pension reports including submission of HMRC and pension returns.
- Prepare the quarterly VAT returns.
- Assisting and reviewing the work of the Accounts Payable and Accounts Receivable Officers and provide cover during periods of absence.
- Review the fortnightly payment runs.
- Assist the finance officers with any external queries.
- Responsibility for issuing and cancelling credit cards.
- Assist in the annual financial audit and respond to any audit queries.

Person specification

The following outlines the qualities, skills, and experience we seek in the successful candidate. As you prepare your application, we encourage you to provide clear, well-evidenced examples demonstrating how you meet the criteria. This will allow us to assess your suitability for the role effectively.

Essential	Desirable
Qualifications & Experience	
Significant and relevant accounting experience	Experience of preparing audit information and working with external auditors
Experience of the month end reporting process	Experience working in the charity sector
Experience of Microsoft packages	The post is suitable for a part-qualified accountant (working towards ACA/ACCA/CIMA or equivalent)
Experience managing payment runs	
Experience of payroll processing	
Experience preparing and submitting quarterly VAT returns	
Keys Skills and Expertise	
Working knowledge of accounts payable and accounts receivable	Knowledge of difference between Restricted and Unrestricted Funds
Accounting for fixed assets	Knowledge of the Charities SORP
VAT return preparation	Calculations of the partial exemption for VAT
Experience using accounting software package	Knowledge of Oracle NetSuite
Experience preparing monthly management accounts	
Ability to build strong relationships with internal and external stakeholders	
Key Competencies & Attributes	
EDI commitment – Demonstrates a deep understanding and dedication to equality, diversity, and inclusion within the workplace.	Ability to function well in an environment where bereavement issues are constantly under discussion
Self-motivation, autonomy & team player – Works independently while responding to evolving priorities with agility and will actively	

contribute to a cohesive and motivated workplace culture.	
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Values-driven approach – Consistently demonstrates behaviours aligned with organisational values.	Working in the charity sector with a passion for the cause.