Finance Manager
Army Benevolent Fund

Recruitment Pack



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Welcome *message*

A message from Temidayo Ajakaiye, Director of Finance

This is an exciting time to join ABF and our Finance team of six people. We are focused on further strengthening the finance function following the implementation of Oracle NetSuite in April 2026, improving our ways of working and ensuring Finance delivers meaningful value to the wider organisation.

My focus is on building a strong, effective finance function that delivers high-quality financial information, supports informed decision-making and works closely with colleagues across the organisation. We are seeking people who combine technical expertise with curiosity, a collaborative approach and a commitment to continuous improvement.

For those seeking a role that offers the opportunity to make a meaningful impact, develop professionally and apply their finance experience within a purpose-driven organisation, ABF offers a compelling opportunity.



Temidayo Ajakaiye
Director of Finance
Army Benevolent Fund

About Army Benevolent Fund

We stand at the forefront of support for the Army family.

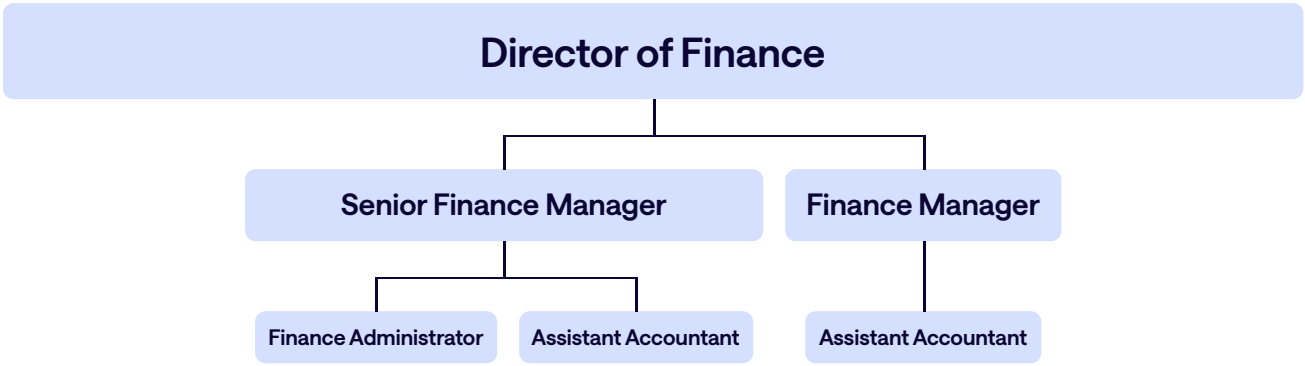
The Army Benevolent Fund (ABF) is the Army's national charity, supporting soldiers, veterans and their families in times of need. With annual income of around £14 million, the charity provides support both directly to individuals and families and through grants to other charities and organisations delivering specialist services.

We award grants to individuals and families and fund leading charities and organisations to ensure help is there when it is needed. In the 2025/26 financial year, we helped 74,000 people across 51 countries worldwide and funded 94 other charities and organisations delivering frontline services.

Our support reaches across a wide range of needs, including independent living, elderly care, education and employability, mental wellbeing, families and housing. This combination of direct support and partnership funding enables ABF to make a practical difference to the Army community, both in the UK and around the world.



Finance team structure







Army Benevolent Fund



The *role*

Finance Manager

The Finance Manager is responsible for producing accurate and timely financial information that supports effective decision-making, robust financial control, and the delivery of the Charity's objectives. The role provides financial insight, advice and training to budget holders and manages the Assistant Accountant.

Key details:

- **Salary:** £60,000 - £65,000
- **Location:** 12 Elizabeth St, London SW1W 9RB
- **Working pattern:** Hybrid, two days per week in the office
- **Job type:** Permanent
- **Reporting to:** Director of Finance

Key *responsibilities*

Accounting & Reporting

- Produce accurate monthly management accounts, variance analysis and written commentary within 10 working days of month-end.
- Manage the day-to-day accounting and reporting activities of the trading subsidiary.
- Support the preparation of the Charity's annual budget and quarterly forecast, providing guidance and constructive challenge to budget holders.
- Prepare quarterly VAT returns and the annual partial exemption calculation.
- Support the preparation of the year-end statutory accounts and audit files for the Charity and its trading subsidiary.

Finance business partnering

- Act as a trusted finance business partner to budget holders, providing clear financial insight and practical business advice.
- Investigate budget variances with budget holders, identify emerging financial issues and recommend appropriate action.
- Help budget holders understand their financial responsibilities and provide appropriate financial guidance and training.

Financial controls, systems, and procedures

- Reconcile expenditure and ensure that coding errors and other discrepancies are investigated and corrected promptly.
- Ensure compliance with established financial policies, procedures and delegated authorities.
- Identify weaknesses or inefficiencies in financial processes and controls, escalating material issues to the Director of Finance where appropriate.
- Work with the Director of Finance to strengthen financial controls and improve the effectiveness of the Charity's financial management.
- Use automation and system functionality wherever appropriate to improve efficiency, accuracy and data quality.

Key *responsibilities*

People management and team responsibilities

- Manage, support and develop the Assistant Accountant by setting clear objectives, providing regular feedback and identifying appropriate professional development.
- Provide appropriate cover for the Assistant Accountant's purchase ledger and sales ledger responsibilities.
- Work collaboratively with colleagues across the Finance team to deliver shared priorities and provide appropriate cover when required.
- Undertake other reasonable duties consistent with the scope and level of the role.

Collaborative working across teams

- Work effectively with colleagues across the Charity, providing support, expertise and capacity as required to achieve organisational objectives and deliver the best outcomes for beneficiaries.

This role profile is not exhaustive and may be reviewed with the post holder to reflect organisational needs and the evolving requirements of the role.

Person *Specification*

Essential qualifications & experience

- Fully qualified accountant and member of a recognised professional body, such as ACCA, ACA or CIMA.
- A thorough practical understanding of management accounting principles and techniques.
- At least three years post-qualification experience in a finance role.
- Advanced proficiency in Microsoft Excel and a good working knowledge of Microsoft Word.
- Strong experience of financial analysis, management accounting and management reporting.
- A high level of proficiency in accounting software.

Desirable qualifications and experience

- Experience of working in, or providing services to, a major charity.
- Experience of using Oracle NetSuite.

Skills and behaviours

- Ability to analyse complex financial information, identify material trends and communicate clear conclusions.
- Ability to explain financial information effectively to colleagues without a finance background.
- Strong business-partnering skills, including the ability to provide constructive challenge and practical advice.
- Effective people-management skills, with the ability to support performance and professional development.
- Ability to manage competing priorities and meet demanding reporting deadlines.
- Commitment to accuracy, continuous improvement and the production of high quality work.
- Collaborative and professional approach to working with colleagues across the organisation.

Recruitment *timeline*

The key dates for this appointment.

We will confirm each stage with you via email as you progress.

- **1. Advert closes - Sunday 15th November**
  Applications must be submitted by 23:59 on the closing date.
- **2. Preliminary interviews - until the 19th Nov**
  Longlisted candidates meet the Hays consultants for a first conversation, held virtually.
- **3. Shortlist meeting - 19th Nov**
  The shortlist is agreed and candidates will be notified.
- **4. First Interview - w/c 23rd Nov**
  Formal interviews will take place in person.
- **5. Final Interview**
  A more informal interview with 1-2 candidates, followed by an offer to the appointee.

The application *process*

Closing date: Sunday 15th November 2026, 23:59

Apply online: hays.co.uk

Peter O'Sullivan is leading the recruitment process on our behalf and will support candidates throughout the process, from initial conversations and shortlisting through to arranging interviews, providing feedback and managing the offer process.

Hays is proud to hold accreditation for the UK's leading National Equality Standard, reflecting our commitment to inclusive recruitment.

If you would like an informal and confidential conversation about the role before applying, please contact our retained adviser:



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Peter O'Sullivan | LinkedIn

Key documents

Here are links to our key documents.

- 2025/26 Annual Report & Consolidated Financial Statements
- Annual Review 2024/2025

Social media and web links

- Army Benevolent Fund website



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hays.co.uk
armybenevolentfund.org