

Finance Manager

Job Description

Our Vision

That children feel heard and supported towards happier lives

Our Mission

Our Mission at The Purple Elephant Project is to support children to transform their lives through the provision of high-quality, accessible and integrated therapy services

About The Purple Elephant Project

The Purple Elephant Project is a registered charity based in Greater London, providing therapy services for children and young people in need; helping to alleviate mental health distress by working through challenging and traumatic early life events. Using various forms of Play and Art Therapy (a form of child psychotherapy), the team of therapists help children express themselves in response to mental health related behaviours and symptoms, such as aggression, bereavement, emotionally based school avoidance, anxiety, sadness, regression. All our therapists are registered BAPT (British Association of Play Therapists) or BAAT (British Association of Art Therapists), and hold expertise in specialist areas such as adoption support and developmental trauma. Therapy services are provided via outreach in schools, and at our small therapy centre in Twickenham.

The Purple Elephant Project fills a vital gap in local provision, offering a high level of professional therapeutic experience and qualifications. The charity supports the community through our vision that all children, no matter their circumstances, should be able to access the support they need, when they need it.

The Purple Elephant Project is a small but fast-growing organisation, which throughout its first years, has weathered the pandemic, and has demonstrated robustness in adapting and growing despite these challenges. We are currently supporting between 100 and 120 children a week.

Tel: 0208 744 1733

recruitment@thepurpleelephantproject.org

Charity No: 1186434



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity registration

The Purple Elephant Project is registered with the Charity Commission as a Charitable Incorporated Organisation (CIO), under the registered charity number 1186434

Safeguarding

The Purple Elephant Project is committed to safeguarding and promoting the welfare of children and young people and expects all staff, trustees and volunteers to share this commitment. Successful applicants will be required to apply for/have an Enhanced DBS check in line with the Government safer recruitment guidelines, provide references and complete safeguarding training, and will need to demonstrate a willingness to observe safeguarding procedures at all times.

Diversity and Inclusion

The Purple Elephant Project is committed to equal opportunities and antidiscrimination practices. We believe that everyone has the right to be treated with consideration and respect. The Purple Elephant Project is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. We aim to ensure that all staff, volunteers, donors, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender, marital or civil partnership status, ethnicity, disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Further information on our Charity can be found by visiting www.thepurpleelephantproject.org

Finance Manager

Job specification

Job Title:	Finance Manager
Reports to:	CEO
Hours of work:	15 hours per week
Location:	Hybrid. Can work remotely but must be able to attend our centre, based in Twickenham TW2 7DE regularly.
Type of Contract:	Part time, permanent
Salary:	£46,000 - £48,000 pro-rata (based on 37.5hpw)
Holiday Entitlement:	28 days per annum pro-rata, inclusive of bank holidays.
Pension:	Auto Enrolment Workplace Pension Scheme

Role Summary:

This is an exciting opportunity to join an amazing local charity with big ambitions.

As Finance Manager, reporting directly to the CEO, you will have responsibility for management accounting, financial reporting and business partnering. The successful candidate will take full ownership of financial processes including month-end close, payroll, overseeing key financial controls and playing a pivotal role in ensuring accurate and timely reporting. You would also support audit processes and drive improvements in financial governance.

Although no direct management responsibilities, this role offers a broad scope of work and opportunities for development. It will require continual liaison with key stakeholders in the organisation, managing the external accounting resource and interaction with the audit team at year end.

Key responsibilities:

Management Accounting:

- Run the month-end close process, ensuring key deliverables and deadlines are met for Board reporting.
- Facilitate and assist in the preparation of annual budgets and quarterly reforecasts, including cashflows and reserves reporting.
- Perform all key month-end reconciliations.

Financial Reporting and Reconciliation:

- Produce the monthly management accounts and take ownership of the variance analysis and commentary.
- Develop and report on key organisational KPIs extracted from Xero and the CRM.
- Work with external accounting resource to bring the sales invoicing and accounts payable functions in-house.
- Prepare and review cashbooks and bank reconciliations.

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Business Partnering:

- Build relationships with key stakeholders, including the CEO, Trustees and key managers.
- Supporting the Head of Therapy with costing and pricing of services and contract management.
- Helping the Fundraising team with financial support around funding applications and bids.
- Monitor restricted funds and contract budgets (budget/ evidence spend for awards).
- Improve management's understanding of unit costs and margins by developing key performance indicators, financial and operational.
- Provide insight and analysis to support decision-making.

Audit and Statutory reporting:

- Support the CEO with the preparation of annual statutory accounts and audit documentation, ensuring delivery on time and on budget. Project manage the audit and keep key stakeholders informed of progress throughout.

Payroll and Journals:

- Payroll and pension processing.
- Prepare journals, including revenue, prepayments, and accruals.

Systems & Process Improvement:

- Act as lead contact with the external accounting resource.
- Drive improvements in reporting processes and system usage, becoming a Xero super-user, in particular the ability to automate processes either within or outside of Xero.

Candidate Profile:

The role demands strong technical expertise and a proactive approach to managing deliverables.

- **Experience:**
 - Experience in management accounting, including journal preparation, reconciliations and financial reporting.
 - Extensive experience of working with accounting systems.
 - Previous exposure to business partnering and statutory reporting in a Charity environment is highly desirable.
- **Skills:**
 - Strong technical accounting skills with attention to detail is key.
 - Excellent communication and interpersonal skills to build relationships across the organisation.
 - Ability to manage multiple tasks and prioritise effectively.
- **Qualifications:**
 - Part-qualified or qualified accountant (ACCA, CIMA, ACA, or equivalent), would also consider candidates who have previously performed a similar role.
- **Other:**
 - Ideally living locally or with easy access to the London boroughs of Richmond or Hounslow.
 - Familiarity with Xero is advantageous.
 - A proactive attitude with a desire to take ownership and responsibility.

What We Offer:

- Exposure to a changing and rewarding environment.
- Opportunity to contribute to the welfare of children in the local community.
- Professional development and personal growth.
- A collaborative and inclusive work culture.

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