

Job Title:	Finance Manager
Salary:	£38,857 per annum pro rata
Pension:	Government Workplace NEST Pension Scheme
Hours per week:	Part-time (15 hours per week)
Location:	On-site at Latin American House (NW6 4TA) - currently hybrid working
Reports to:	Director and Board of Trustees (dotted line)
Responsible for:	Bookkeeper
Contract:	Permanent

About Latin American House

Latin American House (LAH) is an organisation led by and for Latin Americans in the UK. Our work is dedicated to supporting the needs of the Latin American community in London and beyond, particularly those most disadvantaged or at risk enduring living and working conditions in low paid jobs, facing barriers to social protection, or lacking skills or knowledge of social support systems in the UK. The individuals and families using our services benefit from efficient and practical support, learn new skills and improve their own opportunities. We strive to provide essential tools to Latin Americans to empower themselves in their pursuit of personal and social change.

About the role

As the Finance Manager you will be responsible for directly overseeing all financial functions within LAH, including the drafting and preparation of budgets, financial reporting, audits, payroll, and ensuring compliance with relevant regulations. This role reports to the Director for operational matters and maintaining a dotted line to the Board of Trustees for governance and accountability.

Main duties and responsibilities

Finance

- Oversee day-to-day bookkeeping and monthly accounting (with support from the bookkeeper) using the financial accounting software in use, while managing financial controls, processes, and procedures to ensure smooth operations.
- Lead and prepare, for approval, the annual budget, producing quarterly management accounts and conducting a mid-year re-forecast.
- Ensure that comprehensive financial records are maintained; track income and expenditure across budgets, monitoring restricted funds, and ensuring timely submission of Year-End accounts to Companies House and the Charities Commission.
- Authorise payments within agreed limits, manage all aspects of banking and cash management, and maintain banking relationships alongside the Director and the Trustee leading on Finance.
- Provide financial support for fundraising initiatives, including generating financial data for funding applications and supporting grants financial reporting.
- Prepare jointly with the Director financial reports for Board meetings and address ad hoc financial requests from the Board of Trustees or the Director.

Governance support

- Collaborate with the Director to mitigate financial and legal risks while ensuring adherence to internal policies and procedures, funder requirements, and legislative obligations.
- Work with the Director and the Board of Trustees to refine and implement policies related to finance, procurement, GDPR, and other operational areas.
- Model financial scenarios to inform strategic decision-making, recommend strategies to improve organisational financial performance, and communicate financial results in a clear and actionable manner.

Human Resources and Other Accountabilities

- Manage HR-related administrative functions while overseeing payroll and liaising with the outsourced payroll company and HMRC as required.

Other Duties Accountabilities

- Adhere to all LAH policies particularly Safeguarding, Health & Safety, Equality and Diversity, Environmental Standards, and Data Protection.
- Join LAH's Finance and General-Purpose Committee when required and meet with Trustee leading on Finance when necessary
- Participating in regular one-to-one sessions for both service and professional development purposes, including regular supervision to assess the quality standard of work and review key performance indicators
- Participate in professional development and committee work, including collaboration with the Trustee leading on Finance.
- Provide line management for the Bookkeeper.

- Keep abreast with current financial statutory regulations generally and particularly those applicable to charitable companies, CICs and charities in the UK

Competency Specification

Essential:

- Qualified accountant (e.g., CIPFA, CIMA, ACA, ACCA) or equivalent experience.
- Proven financial management experience, ideally within a small or medium size company, charity or non-profit organisation.
- Proficiency with Xero or similar accounting software.
- Strong financial analytical skills and attention to detail.
- Ability to create and model financial scenarios and conduct variance analyses.
- Effective communication skills, with experience presenting financial data to diverse stakeholders.
- Proven ability to meet deadlines and manage competing priorities.

Desirable:

- Experience managing grants and restricted funds.
- Familiarity with Board-level reporting and charity governance frameworks.
- Demonstrated understanding of financial risk management in a charity context.
- Fluency in verbal Spanish is preferable but not essential.

Person Specifications

Competency	Specification	Essential	Desirable
Education and Experience	Qualified accountant (e.g., CIPFA, CIMA, ACA, ACCA) or equivalent experience.	✓	

	Proven financial management experience, ideally within a charity or non-profit organisation.	✓	
	Proficiency with Xero or similar accounting software.	✓	
	Experience managing grants and restricted funds reporting.		✓
	Familiarity with Board-level reporting and charity governance frameworks.		✓
Knowledge and Understanding	Strong financial analytical skills and attention to detail.	✓	
	Knowledge of legislative requirements relevant to company and charity finance e.g. SORP.	✓	
	Demonstrated understanding of financial risk management in a charity context.		✓
Skills and Abilities	Effective communication skills, with experience presenting financial data to diverse stakeholders.	✓	

	Proven ability to meet deadlines and manage competing priorities.	✓	
	Fluency in Spanish is preferable.		✓

Other requirements or conditions of the role

- You might be requested to participate in occasional organisational activities on the weekends and/or outside your working days/hours.
- This job description outlines the current main responsibilities of the post; however, the duties of the post may change and develop over time and the job description may be amended in consultation with the post holder.