



Role: Finance Manager

Salary: £22,464 (FTE £37,440)

Part-time: 3 days (21 hours) a week

Key relationships: CEO, Board of Trustees, Business Development Manager

Location: The White Ribbon office in Hebden Bridge, West Yorkshire, we are open to a conversation about hybrid working.

About Us:

White Ribbon UK is the leading UK organisation working to prevent men's violence against women and girls by showing what men can do to promote equality and create a culture where women live free from violence. We reach many thousands of people a year, but we can't do any of this without passionate and highly effective people working within our team.

About the Role:

The Finance Manager acts as a key advisor to the Chief Executive and Trustees, providing professional insights into financial matters to support strategic decision making, playing a key role in the development of sustainable funding, and ensuring alignment with White Ribbon UK's Vision, Mission, and Values.

You will be a highly skilled and experienced Finance Manager to oversee all financial aspects of White Ribbon UK, including our trading subsidiary, who is able to work in a solo role. You will manage the financial operations of the organisation, ensuring compliance and efficiency in our financial processes and provide a comprehensive and compliant financial management, accounting, and administration service to maintain and develop the financial health of White Ribbon UK. Our current annual turnover is around £410,000 and we are ambitious to grow over the next five years. We manage our finances and payroll in-house, using QuickBooks accounting system.

Additional Information:

- We are striving to be a diverse and inclusive organisation and welcome applications from all who feel that they can contribute to the future of White Ribbon UK.
- We welcome applications from candidates who may be returning to work after a pause in their career or looking to balance a role with their wider caring or parenting responsibilities.
- For this role, we are open to conversations around flexible and/or hybrid working but our expectations that some time will be spent in our office each week.
- This is a new role, and you will help develop and shape it to meet the needs of White Ribbon UK.

Duties and Responsibilities

- Lead the effective management of White Ribbon UK's finance systems and processes, ensuring that financial policies and procedures are adhered to.

- Take overall responsibility, managing and maintaining the accounting system, financial record keeping, transactions, raising invoices, credit control, bookkeeping, ensuring accurate and timely entry of data to QuickBooks, posting purchase invoices, and obtaining appropriate authorisation, management accounts, annual accounts, banking, the monthly payroll, pension scheme and insurance.
- Generating monthly/quarterly and annual financial management reports and preparing and monitoring cash flow statements. Maintain an appropriate level of financial reserves in accordance with White Ribbon UK reserves policy.
- Provide accurate financial reports to the Chief Executive and Trustees including preparing for, attending, recording, and providing verbal and written reports for the Finance Sub Committee and Board Meetings as required.
- Manage all tax issues affecting White Ribbon UK, including the trading subsidiary. This includes completion of the quarterly VAT return, VAT related contract issues and corporation tax. Review and submit HMRC returns including Gift Aid as necessary.
- Lead on risk management for White Ribbon UK.
- Ensure WRUKs current/savings accounts are fit for purpose, funds fall within FSCS guidelines and recommendations made for change happen in timely fashion and acting as the key contact for White Ribbon UK with the bank.
- Support the Chief Executive and Trustees to develop, set and manage White Ribbon UK's annual budget and contributing to overall strategic and business planning.
- Manage the annual accounts process with the external accountants ensuring that the charity statement of recommended practice (SORP) is followed when compiling the accounts for review, ensuring compliance with the Charity Commission and Companies House.
- Prepare financial information to assist with funding applications through the provision of detailed project and organisational budgets, presenting direct/indirect costs attractively to funders and ensuring full cost recovery techniques are applied. Supporting colleagues in managing current funding relationships and reporting to stakeholders.
- Oversee finance software and systems, including finance service contracts.
- Lead on the creation and maintenance of financial policies and procedures.
- Day-to-day database maintenance tasks to maintain the accuracy and completeness of the database. Archive financial records. Maintain the fixed asset inventory and lead on stock takes.
- Attend and participate fully in meetings as required.
- Undertake occasional travel as may be required to fulfil the role, for example an in-person meeting with the bank or training.
- Perform ad hoc duties as required including providing cover for others as needed.
- Undertake any other tasks that may reasonably be regarded as appropriate for a role of this nature within White Ribbon UK.

Contribute to:

- an enthusiastic, positive working environment within White Ribbon UK
- the shared team responsibility for income generation activities
- identifying own training and development gaps and seeking opportunities to
- learn in different ways.



- developing effective procedures and working practices
- building strong relationships with colleagues to ensure the smooth running and development of White Ribbon UK
- the growth and sustainability of White Ribbon UK

Person Specification

Essential Criteria

- Minimum 3 years of experience in a financial leadership/management role, preferably in a third sector organisation
- Relevant accountancy or financial qualifications such as ACA, ACCA, CIMA, or part qualified or commensurate experience.
- Strong time management skills - highly organised, able to work to deadlines and prioritise, work under pressure and able to work autonomously.
- Experience supporting high level strategic decision making.
- Experience of budgeting and forecasting
- Practical bookkeeping experience including preparing financial statements: budgets, cash flow forecasts, budget vs actual reports, profit & loss.
- Working knowledge of payroll and employment status legislation, Income Tax, National Insurance, VAT, and Gift Aid
- Comprehensive understanding of how to compile and submit VAT returns.
- Experience of preparing statutory accounts and managing an external audit
- Excellent knowledge and understanding of QuickBooks (or similar software e.g. Sage, Xero)
- Experience and working knowledge of the VAT system and processes, ideally in the charity context.
- Advanced Microsoft Office/ Excel and IT skills, the ability to create and use complex spreadsheets and online filing and document management systems.
- Ability to collaborate and effectively communicate with others as part of a small team.
- Commitment to diversity, equality, and inclusivity.
- Excellent attention to detail and accuracy.

Desirable Criteria

- Experience of costing and pricing services
- Experience with financial paperwork for funders i.e. claims, budgets, reports.
- Experience of working with a trading subsidiary
- Experience of working in a small organisation/charity/not for profit