

B Bramber BAKEHOUSE



Bramber Bakehouse provides women with the confidence, knowledge and skills for a positive future. Our baking, wellbeing and life skills programmes are designed to support women who've experienced abuse, exploitation or displacement.

Finance Officer

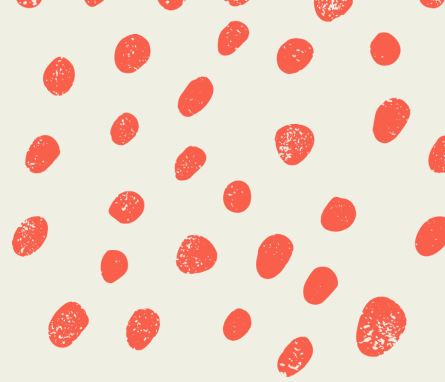
We are looking for a detail-oriented and proactive Finance Officer to manage our financial operations and administrative processes. This role is essential in maintaining accurate financial records, ensuring compliance with charity regulations, and supporting the wider team with budgeting and financial planning.

You should have experience in finance and accounting, proficiency in Xero, and a strong understanding of charity finance. Your responsibilities will include financial reporting, payroll processing, donor CRM integration, and supporting governance and operational administration.

- Title:** Finance Officer
- Location:** Hybrid Working - at least one day a week spent in the office, located in Eastbourne.
- Hours:** Part-time - 16 hours per week. The schedule is generally flexible, although there may be occasional evening and weekend working, though this is rare.
- Salary:** £27,000 - £30,000 pro rata, based on experience
- Contract:** Permanent (after a probationary period)
- Reporting to:** CEO / Treasurer & Finance Committee



Role Description



Key Responsibilities

Financial Record-Keeping & Reporting

- Accurately record all income and expenses, ensuring timely data entry
- Maintain xero and up-to-date financial records
- Complete regular bank reconciliations to ensure alignment between internal records and bank statements
- Prepare monthly and quarterly financial reports, including Profit & Loss statements, Balance Sheets, and Cash Flow statements reporting into the CEO, Treasurer and Finance Committee
- Assist in financial analysis to support decision-making
- Track and categorise expenses for accurate financial reporting

Accounts Payable & Receivable

- Process invoices and payments, bills and expenses, ensuring timely settlements
- Monitor accounts receivable, following up on outstanding payments
- Ensure adherence to financial policies for expense approvals and reimbursements

Payroll & Compliance

- Collaborate with our accountants to process employee payroll accurately and on time
- Liaise with external accountants, auditors, and financial consultants
- Assist the CEO, Treasurer and Finance Committee and external accountants with the preparation of annual accounts and financial statements

Grant & Donation Management

- Be first point of contact for financial updates on grants
- Process and manage Gift Aid claims for eligible donations

Financial Systems & Controls

- Maintain financial systems including Xero accounting software and Dext expense software
- Set up and integration the financial aspects linked to our donor CRM system, Beacon
- Implement and maintain robust financial controls and recommend process improvements to enhance efficiency and compliance
- Budgeting & Forecasting
- Provide budgeting and forecasting support with the CEO and Finance Committee

Additional Responsibilities

Our '10% Support Commitment' fosters a collaborative and supportive work environment, where all staff members contribute to the broader organisation if and when needed.

Personal Specification

Essential experience and skills

- A relevant finance qualification (e.g., AAT, ACCA, CIMA)
- Proven experience in finance, accounting, or a similar role within the charity sector
- Knowledge of charity finance regulations and reporting requirements
- Strong understanding of financial principles, accounting procedures, and best practices
- Proficiency in Xero accounting software and Excel
- Excellent analytical and problem-solving skills
- High attention to detail and accuracy in financial management
- Ability to work independently and collaboratively with internal and external stakeholders
- Ability to work independently and as part of a small team
- Strong communication and organisational skills

Employee Benefits

- 25 days annual leave, plus bank holidays
- Additional Company Holiday between Christmas and New Year
- Regular opportunities for learning & development
- 3% employer pension contribution
- Access to regular Reflective Practice with a Clinical Supervisor
- Regular team and social events

How to Apply

To apply for this role, please complete our [short form online](#), including a copy of your CV and Cover Letter. If you have any questions, please email recruitment@bramberbakehouse.co.uk

Applications close at 8am on Monday 10th March 2025.

1st interviews take place w/c 17th March 2025.

2nd interviews, if necessary, will take place w/c 24th March 2025.

Our commitment to equity, diversity & inclusion

We aim to achieve equity, diversity and inclusion at every level of our workforce. As a result, we're prioritising applicants with lived experience of gender-based violence, displacement, exploitation or racism. We believe organisational diversity matters and we will be more accountable and better able to assess the needs of the women we support if we have a good range of perspectives within our team.

All applicants and employees receive equal and fair treatment, regardless of age, race, religion, sexual orientation, disability or nationality. Please let us know if you require any reasonable adjustments to enable you to perform at your best during the recruiting process and following appointment.