



Role Application Pack

Finance & Contract Management Officer

Job Description & Person Specification

WELCOME

A message from Kish

01 - WELCOME

Thank you for your interest in joining us

We are a lived-experience-led charity working to prevent and reduce gambling harm through education, research, and treatment.

We are at a pivotal point in our growth. In Year 1 of our national programme, we are managing funding from NHS England, OHID, Thurrock Council, and the Dave Riddell Foundation — and we need someone who can bring financial rigour, contractual discipline, and genuine ownership to keeping that work on track.

The Finance & Contract Management Officer is a new and important role. You will work directly with me, the Director of Operations, and our Bookkeeper to ensure our finances are well controlled, our contracts are properly managed, and our funders can have confidence in how we use public money.

If this sounds like the kind of role where you can make a real difference, I would love to hear from you.

Dr Kishan Patel

CEO, Gambling Harm UK

About Gambling Harm UK

FOUNDED

April 2020 on charitable principles; formally incorporated as a charity in November 2021

FOCUS

Public health, prevention and systems change

APPROACH

Lived-experience led, evidence-based, independent of gambling-industry funding

CURRENT FUNDERS

NHS England, OHID, Thurrock Council, Dave Riddell Foundation

About Gambling Harm UK

Gambling Harm UK (GHUK) is a charitable incorporated organisation built by and for people with lived experience of gambling harm. We work to prevent and reduce gambling harm in the UK through evidence-based education, impactful research, and accessible treatment — transparently and independently.

Our vision

To eliminate the devastating effects of gambling harm in the current generation and prevent them from reaching future generations.

Our mission

To support the relief of those in need as a result of gambling addiction or gambling-related harm, through education, research, and treatment.

The role of this post

GHUK is in Year 1 of a multi-fund national programme. This post exists to provide financial and contractual oversight that ensures public money is used effectively, funder conditions are met, and the board and CEO have the information they need to make confident decisions.

ROLE SPECIFICS

The role

CLOSING DATE - Monday 13 October 2026

LOCATION - England (remote-friendly)

SALARY - £38,000–£42,000 FTE (£15,200–£16,800 actual) or self-employed day rate of up to £220

HOURS - 0.4 FTE (2 days per week)

CONTRACT - Fixed term to 31 May 2028

REPORTS TO - CEO

03 - ROLE OVERVIEW

Job purpose

To provide effective financial and contract management support to Gambling Harm UK, ensuring that the charity's financial resources are managed efficiently, transparently, and in accordance with relevant legislation, Charity Commission requirements, funder conditions, and organisational policies.

This is a hands-on financial role, not a back-office position. You will be the person who owns the numbers, the contracts, and the controls that keep GHUK accountable to its funders and its mission.

You will work closely with

- **CEO** – reporting directly, providing financial and contractual information and assurance
- **Director of Operations** – ensuring finance and contracts support operational delivery
- **Bookkeeper** – ensuring transactions are accurately recorded and correctly allocated
- **Treasurer and Audit & Risk Committee** – direct line for financial governance and escalation
- **Funders and commissioners** – meeting reporting requirements and managing compliance

Key responsibilities

- Six areas of responsibility across financial management, bookkeeping assurance, contract management, procurement, governance and compliance.

04 - KEY RESPONSIBILITIES

Key Responsibilities

Financial management

- Maintain accurate financial records; monitor income, expenditure, bank accounts and cash flow
- Monitor expenditure against approved budgets; identify variances and emerging financial pressures
- Support preparation of budgets, forecasts, cash-flow projections and management accounts
- Prepare regular financial reports for the CEO, Director of Operations, Trustees and committees
- Ensure expenditure is authorised in accordance with delegated authority and financial policies. Payments through Apron under dual authorisation.

Contract & grant management

- Maintain a central register of contracts, grants, service agreements and key supplier arrangements
- Monitor contract values, expenditure, milestones, renewal dates and funder reporting requirements. KPI and contract performance monitoring.
- Prepare and submit financial reports required by funders and commissioners
- Identify financial or contractual risks and ensure appropriate action is taken
- Support due diligence and financial assessment of suppliers and delivery partners

Key responsibilities

04 - KEY RESPONSIBILITIES

Key Responsibilities (cont..)

Bookkeeping & financial transaction assurance

- Liaise with the Bookkeeper to ensure transactions are accurately recorded and correctly coded
- Ensure restricted funding is appropriately monitored, allocated, and reported
- Review financial coding; investigate and resolve errors or discrepancies
- Maintain appropriate documentation and audit trails

Financial controls & governance

- Maintain and review effective financial controls and procedures
- Provide assurance to Trustees and the Audit & Risk Committee on financial governance
- Support the annual independent examination or audit process
- Identify financial risks, control weaknesses or irregularities and escalate appropriately
- Contribute to the organisational risk register where financial or contractual risks arise

Compliance, procurement & reporting

- Monitor reporting deadlines; ensure funder submissions are made accurately and on time
- Support procurement processes; maintain procurement documentation and audit trails
- Ensure financial and contractual records are complete, accurate, and securely maintained

What we're looking for

We welcome applications from people of all backgrounds. A commitment to GHUK's mission and values is essential.

ESSENTIAL

- Experience of financial administration, bookkeeping, management accounts, or a similar finance role
- Experience of monitoring budgets and expenditure
- Good understanding of financial controls and procedures
- Experience of contract, grant, or supplier management
- Strong numerical and analytical skills; high accuracy and attention to detail
- Competence in Microsoft Excel and standard office systems
- Good written and verbal communication skills

DESIRABLE

- Experience in a charity or not-for-profit organisation
- Knowledge of charity accounting, restricted funds, and funder requirements
- Experience of accounting software (Xero, QuickBooks, Sage, or equivalent)
- Knowledge of Charity Commission requirements
- Experience of commissioned services or contract monitoring
- Relevant finance or accountancy qualification (or working towards one)

PERSONAL QUALITIES

- Trustworthy, professionally discreet, and methodical
- Proactive in identifying problems, risks, and opportunities
- Comfortable challenging expenditure or processes where appropriate
- Collaborative and effective with a range of stakeholders
- Committed to value for money and sound stewardship of charitable resources
- Committed to GHUK's values and public-health approach

How to Apply?

To apply, please send the following to hello@gamblingharm.com with the subject line shown below:

Subject: Finance & Contract Management Officer Application

Please include:

- A CV
- A supporting statement (no more than two pages) outlining your motivation and how you meet the person specification

Closing date:

Monday 13 October 2026. We review applications as they arrive and may interview before the closing date, so please apply early.

Interviews:

Week beginning 20 October 2026, on Microsoft Teams

Safeguarding

A basic DBS check is required. GHUK is fully committed to equality, diversity, and inclusion.

For an informal conversation about the role, please contact hello@gamblingharm.com

**Scan the QR to
visit our website**



Gambling Harm UK
Registered Charity No. 1196538