

Hello!

I am so glad you're considering applying for the Finance Manager position at Kids Matter.

We work hard not only for our children, parents and communities, but also to build a brilliant culture at Kids Matter. Our motto is to be 'ambitious yet respectful'. You'll be stretched for sure but well-supported while that happens. We are all about growth, development, learning and having people work out of their sweet spot most of the time. We have a lot of fun along the way!

You will be joining us at such a key time in our journey; we're now seven years old and we're putting in place what we need to begin our next chapter. We know what we are doing and how to do it. Your job will be to help us extend our reach, grow at scale, and equip communities across the country with what they need to see real and lasting transformation.

This job pack includes:

- Details around what the job involves
- What we're looking for in applicants
- Specifics around employment in this role
- An outline of the application process
- An overview of our charity
- What we believe

I look forward to reading why you think you'd be a great fit on our team!

A handwritten signature in blue ink.

Dr Eli Gardner, Clinical Psychologist
Co-founder & Executive Director

The background image shows a laptop screen displaying a video conference with several participants. In the foreground, there is a green ceramic mug. The overall scene is dimly lit, suggesting an office environment.

Job Description

Overall purpose

The purpose of the Finance Manager role is to oversee, process and manage all Kids Matter financial transactions, maintaining accurate and up-to-date records on our accountancy system (Xero), whilst ensuring financial governance requirements are met in line with HMRC and Charity Commission recommendations.

Key responsibilities

1. General financial management

- Oversee day-to-day finance functions, ensuring all bank accounts and transactions are reconciled and coded correctly on Xero at month end (locking Xero as appropriate).
- Process all bills and expenses, inputting into Xero, and paying in a timely fashion in accordance with approval procedures.
- Generate invoices as required, inputting into Xero, and chasing outstanding payments.
- Manage the finance email mailbox, dealing with queries in a timely and professional manner.
- In line with Kids Matter's financial policies and processes, ensure best practice is carried out in all finance matters, maintaining accurate and transparent records.

2. Payroll

- Prepare and post monthly manual journals.
- Process payroll changes, liaising with our external payroll provider on a monthly basis to ensure monthly salary payments are accurate and timely.
- Process and set up new starter accounts with our external payroll provider, collaborating with HR to ensure new salaries are correct and other benefits (e.g. pension) are in place.

3. Income & fundraising

- Ensure all income is accurately processed and recorded on Xero and our CRM system (Beacon).
- Ensure restricted income is accurately recorded and highlighted through the management accounts.
- Manage Gift Aid processes, including submitting and recording claims.
- Communicate with the Fundraising Team as required, including notifying of 'donation alerts' when new gifts are received and providing donation receipts.

4. Financial reports & budgets

- Support the Head of Operations in the planning and production of accurate annual budgets.
- Support the Head of Operations in the creation of the monthly management accounts.
- Support the Head of Operations in reviewing Chart of Account lines and tracking categories for most effective recording.
- Prepare financial reports as required for the Senior Leadership Team and Trustee Board.
- Prepare documents for yearly audit and liaise with auditors as required to ensure timely production and submission of Charity Commission annual accounts.
- Generate ad hoc reports from Xero as requested and interpret as required.

5. Banking & payment processors

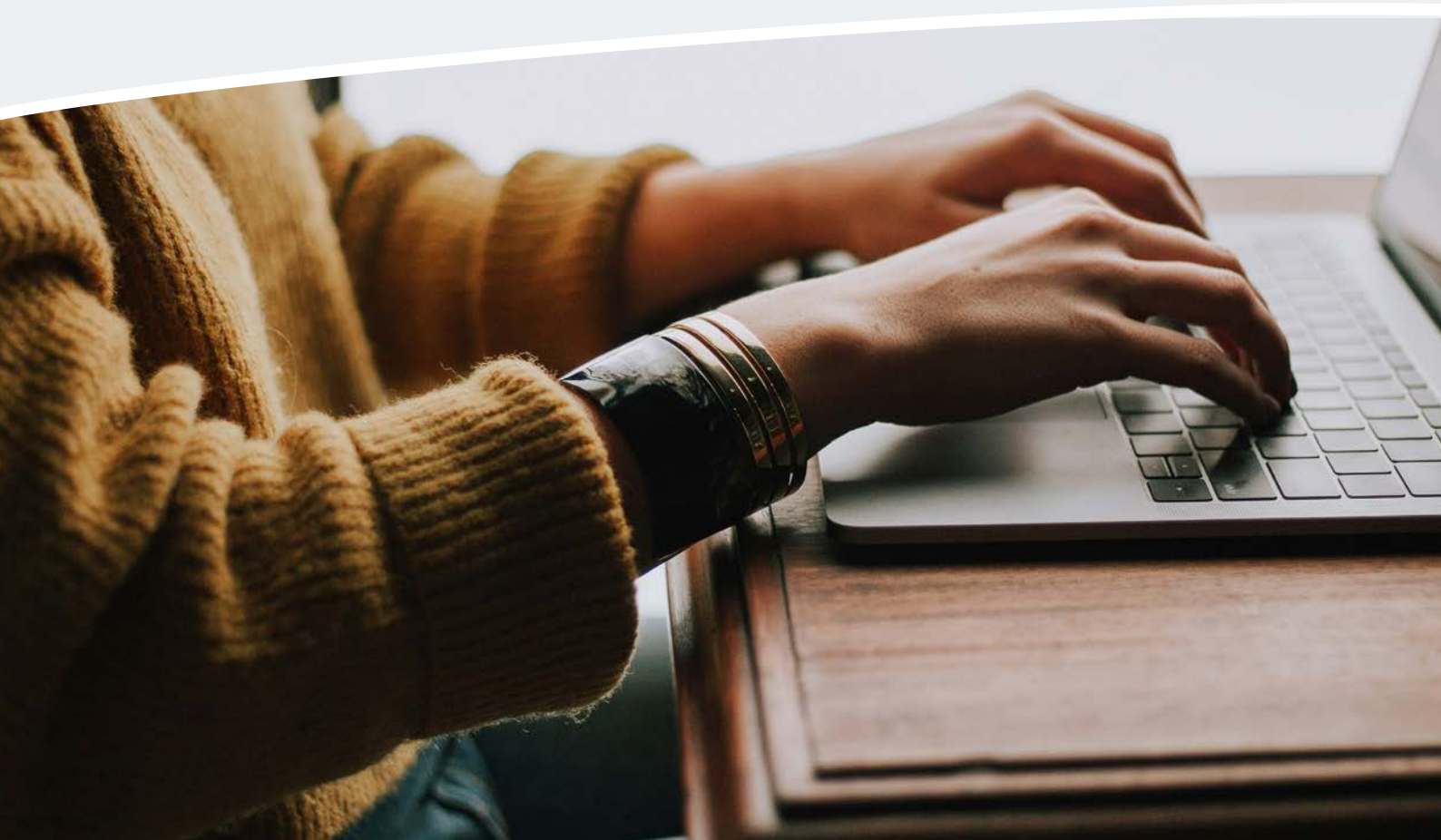
- Liaise with our banking providers as required.
- Support with the management of bank mandates.
- Manage payment processor accounts (e.g. JustGiving, PayPal, GoCardless etc).
- Process any cheque and cash donations.

6. Staff expenses

- Oversee and manage our expenses system (Volopa), maintaining credit levels and topping up individual expense cards as required.
- Assist the staff team and trustees with any expense queries.

7. Wider team involvement

- Contribute towards staff prayers and, on occasion, lead 'Thought for the Day'.
- Provide additional support to other teams when appropriate.
- Engage with team-wide meetings and trainings.



Person Specification

* Application form (A), Interview (I), Tasks (T)

** Essential (E), Desirable (D)

*** Whilst this is an occupational requirement, the shortlisting process will not involve scoring candidates on their faith.



Category	Criteria	Assessed by*	E/D**
Qualifications	AAT Level 3 Diploma in Accounting	A	E
	<i>Membership of a professional accounting body e.g. CIMA or AAT Level 4 Diploma</i>	A	D
Skills/ Abilities	Attention to detail and accuracy	I/T	E
	Excellent numerical and problem-solving skills	A/I/T	E
	Excellent organisation and time management skills	I	E
	Able to manage, prioritise and balance conflicting demands	I/T	E
	Able to use initiative and be proactive	I	E
	Able to be flexible in an ever-changing environment	I	E
	Able to work independently and as part of a team effectively	I	E
	Able to communicate and present financial reports/info effectively	A/I/T	E
	Knowledge of Gift Aid processes and charitable giving	I/T	E
	Able to use new systems and processes quickly and confidently (including CRM)	I	E
	Highly IT literate with knowledge and proficiency of Microsoft 365 programmes, Zoom (video conferencing platform)	I/T	E
	Proficiency & previous experience using Xero or similar accountancy software	A/I	E
	<i>Proficiency & previous experience using Beacon CRM</i>	A/I	D
<i>Understanding of data imports/exports & finance software integrations</i>	A/I	D	
Personal qualities	Willing to give and receive constructive feedback	A/I	E
	Flexible and willing to be involved in a wide range of tasks	I	E
	Commitment to ongoing development of own knowledge and skills	A	E
	Strong personal Christian faith	***	E
	Passion for Kids Matter's vision of seeing every child in need raised in a strong family	A/I	E
Experience	<i>Experience of working or volunteering in a charity finance setting</i>	A/I	D
	<i>Experience of liaising with auditors</i>	A/I	D

Employment Information

Job title: Finance Manager

Reporting to: Head of Operations

Purpose: See Job Description

Location: Remote (based in England & Wales with occasional travel for biannual team days and biannual departmental team meetings in various locations)

Contract: Permanent

Start date: ASAP

Hours of work: 2 days per week (14 hours)

Required Monday mornings due to a weekly team meeting, other hours can be spread across Monday to Friday.

Salary: £28,665 - £30,865 pro rata (£11,466 - £12,346 actual)

Probation period: 6 months

Holiday entitlement: 25 days (plus bank holidays) per year pro rata, with additional time off between Christmas and New Year's day

Pension: Automatic enrolment into a direct contribution pension scheme (3% employer contribution)

This post is subject to an Occupational Requirement

Kids Matter serves and supports clients within the Christian sector, the nature of the work requires that this post holder has an active faith in Jesus under the Equality Act 2010, Part 1, Schedule 9.

Equal Opportunities

We actively support and welcome the integration of people from diverse backgrounds and varied experiences and skillsets to help shape the work and future of Kids Matter. We are particularly keen to receive applications from African and Afro-Caribbean, Asian and other diverse ethnic communities, and those who are neurodivergent and/or living with any kind of disability.

Application Process



Stage 1

Complete a copy of our **online application form**.

We also ask for all applicants to submit an **Equal Opportunities Monitoring Form**, which will be sent to you to complete following the submission of your application form. This form will be used for anonymous analysis to ensure our overall recruitment procedures are fair and transparent. It will never be viewed or used as part of the selection process. It is optional to submit this form.

Deadline: **10am Monday 23 September 2024**

We will aim to inform all successful and unsuccessful applicants via email by 5pm Thursday 26 September.

Stage 2

Successful applicants will be invited to an initial 30 to 40-minute Zoom interview, which will take place **in the week commencing 30 September**.

To ensure candidates can perform to the best of their ability, interview questions will be sent in advance of the interview date. Candidates may be sent a short task to complete before attending their interview.

Stage 3

Following initial interviews, 2-3 selected candidates will be invited to attend another online interview **in the week commencing 14 October**. The interview will take approximately one hour and include at least one task set in advance. Soon after this, the final two candidates will be invited to a short call with the Executive Director.

We will aim to inform the successful candidate and unsuccessful candidates of Kids Matter's final decision by 5pm on Friday 18 October.

If you have any questions, please refer to our **recruitment FAQs** document. If you would like any application and interview support or you need any reasonable adjustments throughout the application process, please contact **Katie Washington (HR & Systems Coordinator)** on recruitment@kidsmatter.org.uk.

Kids Matter will treat your application as private and confidential. Unsuccessful applications will be securely destroyed after one year.





About Kids Matter

More than 4 million children are being raised in poverty in the UK and the stress poverty places on them (and their parents) can result in long-term emotional and social problems. We therefore exist to help strengthen families and interrupt that negative trajectory.

Research has shown that the most effective early intervention to help children is group-based parenting programmes. For children to thrive, it is important for mums, dads and carers to increase their own wellbeing and confidence in their parenting skills. Whilst all parents need support, our effective and accessible programmes have been written for families facing disadvantages.

We partner with local churches and their community networks across the whole country to run our evidence-informed programmes in communities and in prisons, equipping mums, dads and carers with the tools (confidence, competence and community) they need to build strong relationships and strong families. Not only will this have a positive impact on child wellbeing and future outcomes, but it will also reduce the social and financial costs of family breakdown.

Our impact

Since launching in 2017, we have impacted **nearly 5,000 children** through our parenting programmes, equipping their parents (over 2,000 of them) with the skills needed to build a strong family. We have an ambitious vision to reach many more in the coming years.

[Read our most recent Impact Report here.](#)

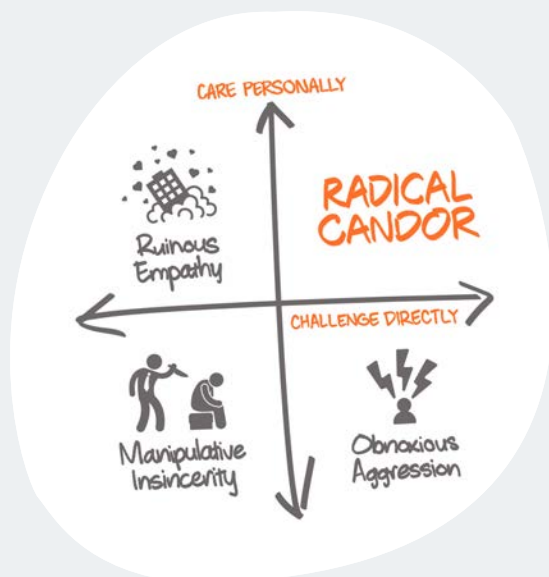
Our team

We have a wonderful team of brilliant people committed to transforming society, one family at a time, and a group of top-notch trustees who support us every step of the way.

[Find out more about them here.](#)

'It's worth doing, I would do it 20 times over and still learn something new in the twentieth session.'

Tash, mum



At Kids Matter, we strive to have a culture where giving and receiving feedback from anyone in the team is a common occurrence. We place high value on getting to know one another to create a foundation of trust from which we can challenge directly. Teams regularly have 360 feedback sessions and managers are encouraged to regularly ask for feedback from their direct reports.

We don't always get it right, but our aim is to operate from a place of 'Radical Candor'.

Our culture values are:

- Faithful** We put our faith in God and we are fiercely loyal to our mission and vision.
- Respectful** We draw alongside others and genuinely listen, affirming the dignity of everyone we encounter.
- Excellence** We go above and beyond to provide the best quality in all we do.
- Positive** We choose to be grateful, to be hopeful, and to see possibility in everyone.
- Ambitious** We push for all to achieve their full potential so that together we can fulfil our vision of every child in need being raised in a strong family.



Statement of Faith



Nicene Creed

We believe in one God,
the Father, the Almighty,
maker of heaven and earth,
of all that is, seen and unseen.

We believe in one Lord, Jesus Christ,
the only Son of God,
eternally begotten of the Father,
God from God, Light from Light,
true God from true God,
begotten, not made,
of one Being with the Father.
Through him all things were made.

For us and for our salvation
he came down from heaven:
by the power of the Holy Spirit
he became incarnate from the Virgin Mary,
and was made man.

For our sake he was crucified under Pontius Pilate;
he suffered death and was buried.
On the third day he rose again
in accordance with the Scriptures;
he ascended into heaven
and is seated at the right hand of the Father.

He will come again in glory to judge the living and the dead,
and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life,
who proceeds from the Father and the Son.
With the Father and the Son he is worshiped and glorified.
He has spoken through the Prophets.
We believe in one holy catholic and apostolic Church.
We acknowledge one baptism for the forgiveness of sins.
We look for the resurrection of the dead,
and the life of the world to come.

Amen.

