

Finance Manager, Core Services

Salary: £19,200 - £28,800 per annum for 22.5 hours per week (£32,000 – £48,000 per annum full time equivalent (FTE / 37.5 hours per week)).

Contract: Permanent.

Working pattern: We are open to a 22.5 – 30 hr working pattern, across 3 or 4 days per week.

Location: Minimum 2 days per week in our Bristol office.

About Resource Futures

Our vision is to create a sustainable world. We work collaboratively with governments, businesses and the third sector to help speed up the transition to a circular economy and manage resources and waste in a more sustainable way.

We are non-profit-distributing and have a close-knit team of 50+ trusted employees who collaborate across various areas of the business. Our multi-disciplined and connected approach sets us apart from the competition and enables us to build robust solutions that have a meaningful impact in the world.

We are passionate not only about what we do but how we do it, and we're proud to be a part of the global B Corp movement to use business as a force for good. Employee-owned and independent, we're all about helping each team member grow, and together striving towards our goal of creating a sustainable world. We are motivated by the [impact](#) of our work and how it feeds into wider issues of [climate justice](#) and the [circular economy](#). Our work is far-ranging from [supporting businesses](#) to [advising governments, as well as](#) delivering the [evidence to support global change and driving projects within communities on the ground](#). Read more about [our company](#) and how [we go beyond](#) for our people, to help them grow and thrive.

The opportunity

We are seeking a skilled, experienced, and driven Finance Manager to join our dynamic team. Reporting to the CEO, you will be responsible for overseeing the financial operations of the company, ensuring accurate financial reporting, and providing strategic financial guidance to support the company's growth and development. You will review our financial procedures and processes and where appropriate recommend and implement change and improvements. You will lead our two-person finance team, part of core services, which provides HR, IT, facilities, and marketing support for the company.

What you will be doing

- Delivery of accurate and timely financial information for the company including preparation of monthly reports as required.
- Support the CEO and Executive on strategic development through the provision of performance insights on financial and delivery metrics and management accounts, liaising with external accountants, as appropriate.

- Provide reports to the Directors, Executive and other senior staff analysing company performance including project financial performance.
- Prepare for and oversee the Company's annual independent financial accounts audit.
- Oversee insurance policies liaising with brokers and other third parties, as necessary.
- Monthly financial reconciliation of QuickBooks and CMap and production of reports.
- Working with and supporting HR as appropriate on payroll, pensions, holidays, and time records.
- Support the company to continually improve our IMS systems and B Corp accreditation through the provision of efficient financial project management systems and reporting.
- Line management of the Finance Officer.

The essentials

- AAT / ACA / ACCA or CIMA qualified, or proven experience in a similar role.
- Proficient in using QuickBooks.
- Clear and concise communication style, with the ability to build productive professional relationships across all roles.
- A trustworthy problem solver with a positive, can-do attitude.
- Experience in:
 - Team and line management, to include coaching and development of direct report.
 - Payroll including HMRC management of payrolled benefits.
 - Sales and purchase ledger management.
 - VAT quarterly and PAYE monthly and annual returns and reports.
 - Pension schemes management and payments.
 - Annual budget (payroll and overheads) preparation and monitoring.
 - Financial management best practice and project performance KPIs.
 - Preparation for annual external financial audit.
 - Preparation for annual insurance cover and management of policies in liaison with insurance broker.

Great to have

- Asset management experience.
- Experience of working for an employee-owned ethical company.
- Commitment to sustainability.

Benefits

- Embedded flexi working culture.
- 25 days annual leave, plus bank holidays, each year (pro rata for part-time hours) – flexibility to work or use some bank holidays for annual leave.
- Paid volunteer time each year (a full day for those working 19 hours or more per week, and a half day for those working up to 18.75 hours per week).
- Enhanced maternity and paternity pay.
- Enhanced sick pay.

- Scottish Widows pension plan – the company will match up to 7% of your contribution.
- Group life assurance cover.
- Healthcare portal offering 24/7 GP access, mental health support, wellbeing advice, financial and legal guidance.
- Mental health and wellbeing group with trained mental health first aiders and responders, maintaining a focus on support for our team.
- Cycle to work scheme for all and on-site showers at the Bristol office.
- Home and tech scheme - costs at Currys and Ikea spread across 12 months, and up to 10% savings.
- On-site charging points for electric vehicles at the Bristol office.
- Paid professional membership such as CIWM or IEMA.
- An opportunity to become a company member, contributing to decision making and the future of our business.
- Consultative Group – a group of employees providing an anonymous vehicle for employee voice, raising issues, proposing changes, and engaging senior management.
- Regular line manager 1:1s and performance reviews, with opportunities to discuss and build targets that inspire and push you professionally.
- Annual training budget to ensure continued progression and development, as well as regular internal 'Lunchtime Briefs' and other sessions to share skills and knowledge across all roles.
- Two annual team activity days, each followed by evening socials.
- Green and accessible Bristol office, surrounded by nature, and close to the harbourside.
- Accessible central Glasgow office close to local public transport links.
- An opportunity to join a friendly, fun, professional, challenging, and supportive place to work, and a team that is collectively focused on making a positive impact.

Resource Futures is an equal opportunities employer. We strive to create a working environment where everyone can make best use of their skills, free from discrimination or harassment. We celebrate difference and encourage everyone to join us in being themselves at work. We pride ourselves on working flexibly to enable our people to take care of their mental health and maintain a good life-work balance. We are [Disability Confident](#) and a [Living Wage employer](#), and our hiring decisions are based on merit, qualifications, and business needs. We recruit and treat everyone with equality and respect regardless of age, disability, gender, gender reassignment, marital or partnership status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation. In line with the expectations set out in our Equality, Diversity, and Inclusion policy, we place an obligation upon all of our people to respect and act in accordance with this statement.